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PAPERS AND PROCEEDINGS

OF THE

TWENTY-FIRST GENERAL MEETING

OF THE

AMERICAN LIBRARY ASSOCIATION

HELD AT

ATLANTA, GA.

MAY 9-13

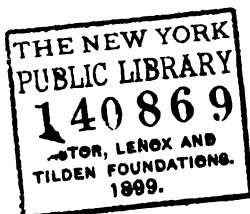
1899

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1899



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CONFERENCE OF LIBRARIANS.

ATLANTA, GA.

MAY 9-13, 1899.

ADDRESS OF THE PRESIDENT.

BY WILLIAM COOLIDGE LANE, *Librarian of Harvard University.*

THE program of our four days' festival, which is in your hands, shows the character of the feast to which we are bidden and the succession of courses of which we are asked to partake. It shows that beside the more solid and sustaining viands, of which I think you will find good store and full variety, there is an occasional interlude of lighter refreshment—a cup of Roman punch now and then as it were, in the shape of a reception, a barbecue, or a trolley ride—to make it easier to profit by the rest. The rulers of the feast have honestly tried to heed the warnings of their predecessors and have not intended to overload their tables. They have borne in mind Swift's direction—"Give no more to every guest than he's able to digest; give him always of the prime and but little at a time." If they have caught the infection of a bountiful hospitality from the city in which we meet, and if they have not had the heart to refuse additional and unexpected treats offered by some of the guests, prepared it may be by some new receipt, and handsomely dished up for this special occasion, you will not I am sure blame them. You do not know, even so, how many good things they have unavoidably deprived you of—one of which was the pleasure of accepting the cordial invitation of the University of Georgia to visit Athens for a day and break our bread with them.

Like the chairman of a public dinner I ought not to keep you from a discussion of the program by more than a formal word of greeting; and what I have to say shall hardly be more than this. But I have observed on other occasions when I have sat among the guests at these tables that the chairman is expected himself to provide the first course, something of a character such as we are all familiar with, neatly served up on the half shell, to be swallowed whole by every well-conducted guest without too much consideration or criticism—just a half-dozen preliminary mouthfuls, in short, to prepare the way for what follows. He is ex-

pected at least to mention how many times before this company has sat down together and with what happy results, to cast a glance at the events of the passing year, and is allowed to indulge perhaps in a few words of congratulation at the excellence of our own aims and methods. Let me not fail to follow in the footsteps of my predecessors.

This is the 21st of our annual gatherings, and surely by this time their purpose and the spirit which issues from them should be clear. We come together from all over the Union, and even from beyond its borders, to get mutual help and counsel; to compare notes on the best ways of accomplishing our objects. We find that others have been wrestling with the same problems that have engaged our thoughts, and we discover that they have usually reached some different solution from that we have arrived at—a solution which may or may not be better fitted to our own conditions, but which in any case is stimulating and instructive. We realize how broad and how many-sided are the interests and how widely active are the forces with which we deal, and as this becomes clearer and more real to each of us, that living spark of eager purpose is transmitted from one to another, brightening in the older and it may be weary workers, and kindling afresh in the younger and untried ones, the common desire to make the library a potent force for good in this masterful, moving, yet often floundering and mistaken world.

For many years these meetings of the American Library Association were the only opportunity for librarians to come together and know one another, and carry back to their individual work a quickened sense of responsibility and a new consciousness of power to grapple with difficulties. That the association has thus satisfied a real need is shown not only by its steady growth but by the number of local associations covering individual states or parts thereof that have sprung up in the course of

the last ten years. There are now 25 such associations in 20 different states, and it is safe to say that ten years hence there will not be a state in the Union in which the library workers do not regularly meet together to discuss their common interests. Without the additional opportunity afforded by these local associations, librarians, except in the cities, are more isolated than they should be if they would keep their own work abreast of what is being done elsewhere. Yet the local associations do not make the meetings of the National Association less desirable. These larger meetings draw together the ablest workers from east and west, from north and south, and bring home to all the interests of each in a way that a state association cannot do. We are able to focus here a far greater variety of interest and attainment. The meeting of a state association is likely to be composed of representatives from a number of lesser libraries, all having much the same necessities, or it may be dominated by the one or two great libraries of its section or by its state commission. Such conditions are not unfavorable for the special work it has to do, but there is a strength in being placed above these limitations, as is the case in the meetings of this association, and in having the ideas and methods which have developed in different parts of the country brought face to face, and still more in having the exponents of those ideas and methods sitting side by side, ready to discuss and criticize.

Another advantage which is the special privilege of the National Association is that it varies its place of meeting widely from year to year. It thus brings large numbers of us into personal relations with librarians and librarians that would otherwise remain unknown to us, and it also makes it possible for us to meet where library interests are not yet less developed and where we may hope by the presence and by our discussions to draw public attention to the importance of the objects we have at heart. Librarians have faith in their work. Some of us are almost ready to rent our whole social salvation on the library working with the school. At any rate we boldly claim that there is no movement directed toward a better social order, a deeper religious life, a truer appreciation of the beauties or the forces of the world, that is not helped by the library, no pernicious tendency or hindering narrowness that the library will not help to check. This year the

association has come farther south than ever before. We have come, I trust, with open minds, ready to learn whatever we can of new conditions here, and ready to help, if we can, to open the way for a larger library development than the South has yet known. We congratulate those of you whose homes and work are here in the south on the field you have before you, and on the influence on life and thought that you can exercise. In the progress already made throughout the country you have a rich store of experience to draw upon, an advantage such as no group of library workers or promoters has had in equal degree before. It is only yesterday, for example, that any systematic attempt was made to provide books and build up a reading habit in villages where as yet it is practically impossible to establish permanent libraries, but the story of the travelling library as now developed in 25 different states shows how much can be done for just such communities. Never before have such active measures been taken to bring the library into line with the school and to influence the character of children's reading, and the story of what has been accomplished and the endless variety of the work in its new adaptations is an inspiration for all who take it up in new fields, for the lesson it impresses is not what great establishments are required for success—though there is abundant use for great establishments and ample means—but rather how much can be done by simple means directed by human tact and sympathy.

You have graciously welcomed us to this beautiful land of the south. We would also gladly welcome you in ever larger numbers to the happy and satisfying field of labor in which we are engaged, and bid you be of good courage. Librarians, it is true, have their times of discouragement like other mortals. There is so much that might be done if only the strength, the means, and the wisdom were ours, and at times we lack all three of these necessities. But the work itself when rightly presented appeals so directly to the common sense and to the better instincts of a community, and as it grows justifies itself so plainly, that the librarian who is in earnest and has faith (and tact), whose first thought is for the solid success of the library and not for self, is sure in time to win the support of those about him, and to gather both strength and wisdom from experience and from watching the

work of others. Look forward then with confidence to the time, far distant though it may be, yet always more surely promised, when the library shall be regarded not as a luxury to be enjoyed by those towns that can afford it, but as a necessity equally with the school or the church or the country store.

In this place and at this time the prospect of strengthening library interests is particularly bright. Mr. Carnegie's generous gift to Atlanta will give a new impetus to the whole library movement in the southeast, and makes this the opportune time to plan for new campaigns and fresh extensions, and Atlanta the natural place from which to start them. Of Mr. Carnegie's many gifts for the building of libraries none is likely to have a wider influence than this one. A new building, and work conducted on an ampler scale, will concentrate public attention on library opportunities, and will, let us hope, so stir the enthusiasm of others that vigorous measures will be taken, first perhaps by means of travelling libraries, and later by encouraging the foundation here and there of small town libraries, to arouse and to direct that love of reading which is latent in every man and which under right conditions may enrich and purify the whole current of his life. Such a movement the whole library profession stands ready to help, and as the forces that initiated it here they will recognize the Young Men's Library of Atlanta, now 30 years old, and administered in a liberal spirit for the public good, the Library Commission of Georgia and its efficient and enthusiastic secretary, and the well-directed generosity and public spirit of Andrew Carnegie. You will be interested to know that Mr. Carnegie has indicated to me his desire to become a member of the A. L. A., and this morning the executive board, as a mark of its appreciation of his abundant gifts bestowed upon libraries and the efficient aid he has thus given to library advancement, has nominated him an honorary member of this association.

In looking back over the year that has passed since we met by Lake Chautauqua, the steps taken toward library organization in new states and among special classes of librarians are perhaps the most noticeable events. As the usefulness of the A. L. A. meetings led to the formation of state associations, so the good accomplished by the latter has encouraged the organization of societies or clubs identified with

a still more limited area and providing opportunity for acquaintance and mutual helpfulness for many to whom even the state meetings are inaccessible. Such development seems to me wise if only the number of meetings to be attended is not too greatly multiplied. Just here lies a real danger, however, and to my mind three such meetings in a year are quite as beneficial as twice that number.

The medical librarians and the state librarians have formed for themselves distinct associations for the discussion of the questions that more especially interest them. If this indicates any lack of hospitality in providing for the treatment of these subjects at the meetings of the general association, we note our shortcomings in this respect with regret, and we assure our brothers in the medical and state libraries that, while we recognize that many of the questions that concern the free public libraries, especially the smaller ones, may not interest them, yet we would gladly have the A. L. A. comprehend all the ever-enlarging library interests of the country. We still count upon their support and co-operation, and while it is plain to see that they may find it of advantage to have some of their meetings at other times and places than those of the general association, we hope that they will always also meet in conjunction with us. To the state librarians in particular it seems to me that this is a matter of importance. The state libraries have a double function. They are in the first place libraries of reference for the state legislatures, and as such they are mainly law libraries and collections of public documents, but in the second place they may be central agencies to which the smaller libraries should turn for advice and assistance, and this function they are likely to take upon themselves more and more in the future. For this reason, in my opinion, whether a separate organization in addition is found desirable or not, the state librarians belong distinctly in the A. L. A., where they have an important part to take and where they can best keep in touch with the progress of library work elsewhere.

Six new state library commissions, those of Kansas, Minnesota, Colorado, Pennsylvania, Maine, and Indiana, have taken their place by the side of those already established in Massachusetts, New Hampshire, New York, Georgia, Ohio, Connecticut, Vermont, and Wisconsin. No new state associations have been formed so far as I am aware, but the activity of

those already organized has been on the whole greater than ever before. To chronicle their doings is far beyond the scope of this address, but to judge from their programs the subjects of most present interest may be said to be travelling libraries, women's clubs, libraries and schools, and children's rooms and children's reading, all subjects connected, not with the technical organization of the library, but with the extension of its influence to new communities or new classes. In regard to children's reading, it may be worth while to mention the criticism made by one of our German friends in the *Centralblatt*, who speaks of children's libraries as library extension run mad. "Children," he says, "do not belong among books. They should first be thoroughly taught to read in the great book of nature. Their otherwise small need of reading can and should be met through the school and the home." In spite of the misconception of what the library is trying to do for children in this country, there is enough truth at the bottom of the criticism for us to keep it in mind and guard against the suggested abuse.

There are many points in the year's history that I should like to dwell upon, but time is wanting. We must not, however, leave unmentioned the recent appointment of a Librarian of Congress, an appointment in which all librarians have taken a lively interest. That this appointment has been made independently of any political pressure or consideration, on grounds of eminent fitness alone, and that the new librarian should be able to enter upon his duties absolutely unhampered by any personal obligations or political ties is surely a matter for hearty congratulation. That the value of previous experience and technical knowledge of library management, always rightly insisted upon by this association, has been strikingly recognized by this appointment, is a good augury for the future, and will, we hope, be fruitful of good results in bringing sharply to public attention the fact that politics must be absolutely eliminated from library administration and the selection of librarians. In this respect the example of the Library of Congress may be expected to have its special influence upon state libraries where political considerations alone have too often ruled. It is unnecessary for me to rehearse the part which this association took in advocating a suitable appointment to the Library of Congress, as the simple story has already been told in the *Li-*

brary Journal. It is perhaps the only position in the country in regard to which this association would feel that it had a right to offer advice, and in offering advice it confined itself to stating the kind of man that should be appointed and the qualifications that were essential. It did not, and, in my opinion, could not properly name any individual to the President, though its representative felt no hesitation in assuring the President that the appointment, which the President himself suggested, would have the unanimous approval of librarians, and he did not hesitate to encourage an expression of this approval on the part of individuals.

And now will you be patient with me a moment longer while I say one or two things I have it in my heart to say about our common work and daily life. Librarians, it seems to me, on the whole are fairly contented and happy people, yet I doubt if we realize as fully as we ought our many blessings. We have difficulties to contend with — who has not? We sometimes meet ingratitude and misunderstanding, but there is nothing strange in that. On the whole, is there any work, I wonder, which yields more satisfaction than ours, or better repays careful, well-directed, unselfish effort, or stands in more interesting relations with the work of others. The world's workers may be roughly divided into those who deal with things and those who deal with persons, or to state it more exactly — those who deal primarily with the forces of nature and their application, and those who deal with human forces and their control. In the first class stands the farmer, the sailor, the engineer, the merchant; in the second the teacher, the preacher, the lawyer, the statesman. To these two we ought perhaps to add a third class — the student, whose primary aim is to search after truth, that others may be guided in the application of it. Where do we belong? I should say in the second class, being, as a whole, missionaries, but at the same time, in specially close relations also with the other two classes. We collect and preserve the material for the student; we co-operate with the teacher in bringing moral forces to bear on character, we help train the engineer and the merchant, and we lighten the labor and refresh the leisure of all. But beside all this we have our hand upon one of the great instruments of human progress. It is through the printed book that the forces of civilization become cumulative. Without it one generation could touch only the generation which next

precedes and that which immediately follows itself, and would have only an indirect and imperfect connection with other generations. It would lose what earlier times had gained, and could not itself transmit to more distant ages the result of its own experience. Books speak to us from the past in no uncertain or fearful tones. They, at least, are perfectly frank with us; they expose our folly, they chide our passion, they soften our prejudice, and we can listen to them and receive their lesson with an openness and candor which the spoken words of our immediate neighbor too often fail to win. Books thus make possible a continuity in human progress and stir in us a conscious and wholesome dependence on all that other generations have thought and wrought. There thus accumulates an ever increasing store of experience from which to draw strength for the work of the present.

It is our privilege to watch this process and our responsibility to make this source of power effective for the highest ends.

What a privilege it is, also, that we are always free to place ourselves at the service of another. Most men are so engrossed by their own work (so called) that they have no time, or not as much as they would gladly take, to serve the needs of others. Other callings, of course, when traced back to the basis on which they rest, are all forms of service, or the world would not long allow them to endure. Still, in many other occupations the man more easily deceives himself into thinking that he is working for himself—be he farmer, stockbroker or politician—and in this way he loses sight of the true significance of what he does. The librarian *may* be blind to the character of his work also, and think that by doing such and such things he is simply earning so many dollars a month for his own needs (and from *this* point of view how little cause for satisfaction he often has). But in the librarian's case it is *easy* to see the matter in a very different light. Really the librarian is one of the few persons in the world who enjoys the luxury of never having to do anything for himself, but of being always free to do for someone else. Is not this a great privilege, and do we appreciate it as we should?

Do we complain of drudgery sometimes? What is drudgery? Merely certain regular duties which have to be done systematically to keep one's work in good order. Every calling has such duties attached to it as a matter of course. After all how little there is of this in

our case that does not have some human interest to lighten it, or does not give a chance for some ingenuity to diminish it. How full of variety are the demands made upon us. What fertility of resource is brought into play in satisfying them!

Again, some persons are so unfortunate as to be shut up all their lives in one narrow set of people who all look at life in the same narrow way and are interested in the same narrow round of subjects, shut off from the rest of the world and all its busy interests. That is far from being our condition. We are expected to know something of all that goes on and to be interested in every one's hobby, and so we find something that we can do for every one, and thus come into the pleasantest relations with persons of the most various interests and attainments. From most of them we may ourselves learn something, for it is only in rare cases, alas! that we can ourselves become learned. We must often be content to point the way to others, but it is no small thing to be a good sign-post; a reliable sign-post excites frequent and lively feelings of gratitude.

Then what a chance we have to overcome our prejudices and catch the other man's point of view. If we cannot put ourselves promptly in his place, and get at least a glimpse of the subject as he sees it, we lose our chance to help him, for he is very unlikely, as you have no doubt noticed, to think that his point of view needs any explanation or is in any way peculiar to himself. This is the result of that "certain blindness in human beings" of which Professor William James writes so charmingly. *We* are troubled with the same limitations, of course, and sometimes we fail miserably to get the slightest foothold where the other man stands, but when we do succeed we are rewarded by a warm appreciation of our "understanding" and "natural good sense," and the exercise keeps us limber-minded and quick to apprehend.

How many other blessings we enjoy, how many other fortunate conditions surround our work, I might take the day in relating; but it is one of those conditions that we all like to talk, we all have something to say, and we all want to hear what every one else has to tell. To satisfy all these desires is a somewhat complicated problem, but we will solve it as best we can. In order to make a beginning, however, it is time for your President to close his remarks and invite your attention to the words of others.

LIBRARIES IN THE GULF STATES.

BY WILLIAM BEER, *Librarian Fisk Free and Public Library, New Orleans, La.*

THE history of the Gulf States from a library point of view is not very encouraging.

Florida is in the most backward condition. Its state library, founded in Tallahassee in 1845, has an uncataloged collection of state documents, legislative records, etc., and 9853 law books used by the supreme court, and the library of the state university seems to be unimportant. In some of the small towns efforts have been made by private associations to establish libraries, but they have met with but small success. In St. Augustine is a free public library, founded in 1874, which has now about 5000 books, and in Jacksonville there is a public library, founded in 1884, with 3000 books. In 1897 it reported 21 libraries with 47,419 books, of which only one was free for circulation to the public, with a circulation of 4,183 books.

Alabama shows an advance over Florida. The state library in Montgomery was started in 1828 by the members of the supreme court bar. It has at present 21,500 books. The state university library was founded in 1833, the library building and contents were destroyed in Wilson's cavalry raid in April, 1865. Since then there have been accumulated 23,000 books and pamphlets. Birmingham has a public library of 8000 books, which is not worthy of that centre of industry. Mobile has a small library supported by the energy of a single person.

There were reported for the state, in 1897, 47 libraries with 126,515 books, of which one of 5000 books circulated 1000.

Mississippi has a state library at the capital, Jackson, located in a building which is rapidly falling to pieces. Founded in 1838, the law books only have received proper attention. The others, packed in double rows, are practically unused, and the number of books by direct count has not been ascertained for years. It is probably 45,000, with an immense number of duplicates.

The state university library at Oxford, Mississippi, was founded in 1849. It has 16,280 books and pamphlets. There are libraries at the smaller institutions, Mississippi College, Clin-

ton, of over 2000 volumes, and Millsaps College, at Jackson, with over 6500 books and pamphlets. Natchez, Vicksburg, and Yazoo City have libraries kept up by subscription. In the summer towns on Mississippi Sound occasional efforts are made to establish libraries, but they meet with scant support.

In 1897 Mississippi reported 61 libraries with 180,614 books, and no circulating library free to the public.

In Louisiana we find the same state of things so far as regards the state institutions. The state library, founded in 1838, has undergone several changes of location and ravages by fire and water, but has suffered most from the want of support from the legislature. Its latest report shows the possession of 13,500 volumes of law books in active use. The 12,000 miscellaneous books are valuable, but are seldom consulted. The undistributed documents of the state and duplicates account for the large total of books claimed.

The state university library at Baton Rouge has been of late years placed in the hands of an energetic librarian. It has now some 24,000 volumes, including duplicates, but the library building is unfitted for the purpose. Shreveport has a public library founded in 1895. It has 2000 books. Crowley has a small library.

New Orleans alone of the Gulf States possesses fully equipped public libraries. From the beginning of the century the wealth arising from the handling of the products of the Mississippi Valley has attracted many persons of culture, and we find that almost immediately after the acquisition of Louisiana by the United States on April 19, 1805, a library society was started. The Touro Free Library was incorporated in 1824, the New Orleans Commercial Library in 1838, the Young Men's Free Library in 1846. None of these ever possessed more than 6000 books, and they all died after an average existence of six years. In 1845 was formed the nucleus of the present free public library. It was started in and for the public schools. On the completion of a new city hall in 1850 it became practically the city library,

but with a limited circulation and practically no funds for purchases, it gradually lost its usefulness. In 1849 the Fisk Library was founded and was administered by various teaching institutions until 1896, when the two were united and placed in a building situated on a public square in the heart of the town and splendidly lighted. The new institution, under the name of the Fisk Free and Public Library, has 41,000 books, and is growing at the rate of about 3000 annually. It has attained an average circulation of 8000 books monthly. A gift of \$50,000 for the purchase of books from the heirs of Mr. Hernsheim is about to be handed over to the trustees, \$10,000 for use in bringing up the library to date and \$40,000 to be invested, the income only to be used. The Howard Memorial Library was founded in 1889 by the gift of \$350,000 from Miss A. T. Howard. It is strictly a reference library and can contain only 35,000 books. Since it has long since reached that number the constant overflow produced by accessions of newer and better books is directed to the Fisk Library, in which the books so displaced are deposited for circulation. The use of books is about 24,000 annually. The large collection of material on the history of Louisiana brings more and more students from a distance. The two libraries are worked together in the interest of the public. All periodicals in the Fletcher and Cumulative indexes are to be found in one or other of them, and many in both.

In 1897 there were reported for the state 41 libraries with 219,728 books, of which the one free public circulating library gave out for home use 26,000 books. In 1899 this library will circulate 100,000.

Texas only of this group of states has on its statute book a law permitting towns of 1000 inhabitants to tax themselves for library pur-

poses, but as yet no libraries have been started under the law. Efforts seem to be directed to the encouragement of private subscriptions. The state library at Austin is under the care of the Secretary of Agriculture. It possesses 18,000 books and pamphlets, including a good collection of rare books on the history of the state.

The state university library occupies the subordinate position which is unfortunately shared by all such libraries south of Washington, D. C. The managing boards have failed to grasp the importance of what is really the heart and centre of university work. It now numbers 35,000 books and pamphlets, and under the charge of its present energetic librarian bids fair to outstrip the libraries of some older institutions.

Five cities — San Antonio, Fort Worth, Houston, Galveston, and El Paso — have had struggling libraries for many years. From personal inspection I should say that the one at El Paso is the best. The library at Galveston is being allowed to die while the trustee of the Rosenfeld residuary legacy of probably \$350,000 is preparing to act. Houston has a few thousand books, which are neglected. On the other hand, the wave of library creation under the inspiration of the State Federation of Women's Clubs has struck Waco, Dallas, Sherman, Abilene, Victoria, Belton, Tyler, and Demson, which doubtless will soon possess and support public circulating libraries.

Texas reports 90 libraries with 157,479 books, with one at Galveston of 6500 books, circulating 25,651.

The total statistics for 1897 for the Gulf States showed : population, 7,085,000; libraries, 260; books, 731,775.

In the statistics issued by the U. S. Board of Education in 1897 the Gulf States made the following showing:

	FLORIDA.	ALABAMA.	MISSISSIPPI.	LOUISIANA.	TEXAS.	TOTAL.
Libs. over 1000 vols	13	28	31	27	39	138
Books	43,500	117,337	166,870	212,828	131,222	671,763
Pamphlets	4,920	35,121	23,915	46,431	13,804	124,191
Free	3	7	6	12	7	35
Circulating		3	4	3		10
Expended on books	\$1,689	\$3,819	\$2,340	\$3,056	\$7,948	\$18,852
Population	475,000	1,625,000	1,350,000	1,190,000	2,445,000	7,085,000
Books per 100 of pop.	9	7	14	18	6	10
Libraries having less than 1000 vols.	8	19	30	14	51	122
Libraries having less than 1000 vols.	No.	No.	No.	No.	No.	No.
Books	3,913	9,178	13,744	6,900	26,257	59,992
Total libraries reporting	21	47	61	41	90	260
Total books	47,419	126,515	180,514	219,728	157,479	731,755
Free circulating libs., 3000 v. and over ...	1	1	1	1	1	5
Books in	4,500	5,000		18,000	6,500	34,000
Issued from " " " "	1,000	4,188		26,000	25,651	60,839

CONSIDERATIONS AS TO A PRINTED CATALOG IN BOOK FORM FOR THE BOSTON PUBLIC LIBRARY.*

BY JAMES LYMAN WHITNEY, *Acting Librarian Boston Public Library.*

WHEN, some 40 years ago, the Boston Public Library first occupied its new building on Boylston street, two independent libraries were established there: 1. The collection of popular books in the Lower Hall. 2. The more scholarly books in the Bates Hall. For the popular department a finding list was printed in 1858, which has been followed by class lists, in many editions, down to a recent date. For the Bates Hall a list was published in 1861. The title in both was an "Index to the catalogue," etc., as consisting of brief entries which pointed to a card catalog, or the books themselves, for fuller particulars.

These indexes, moreover, contained the titles of a selected portion only of the library, but few pamphlets, for example, being included unless written by Boston authors or relating to the affairs of Boston; while subject-entries were not given in many cases, particularly where a publication contained less than one hundred pages—a poor test, as was then allowed, of the value of any production, and particularly so in science.

A first supplement to this index, on a like plan, was published in 1866, and it was proposed to follow these indexes with supplementary ones, to be gathered together at some future time, it was hoped, under one alphabet.

At this time the library took a great stride forward, the annual additions, which for a few years had averaged 7500 volumes, increasing to some 25,000 volumes, including special libraries, such as the Prince and Ticknor collections, which were given with the understanding that critical and scholarly catalogs be published.

Mr. Justin Winsor, soon after assuming the office of superintendent, saw clearly that this great increase was "almost a portent of future unavailing efforts to keep up in print with the growth of the library," and that it had become "a question of prime importance, with the

future so promising for continued growth, whether some change in the method of presenting the record of our accessions to the public will not be absolutely forced upon us."†

In the meantime, as the nearest approach possible to the catalog desired, a bulletin of new accessions was begun in 1867, which publication, with changes of form, has continued until the present time. To this, from time to time, have been added catalogs of special subjects in great number.

It is understood that the material supplementary to these catalogs in printed volumes which was being collected in card form was intended only for the use of the officers of the library in preparing a new index volume. Readers were obliged to examine many catalogs and bulletins, which numbered, in 1871, in both libraries nearly 30—a state of things which was felt to be intolerable.

At this time the foundations were laid of a card catalog, intended, under author and subject, to give full entries for all the books in the library. This involved not only the cataloging of the new accessions to the library, but also all the omitted material already alluded to, together with the recataloging of some 175,000 volumes. This work of preparation and revision has gone on steadily since that time, its scope and methods broadening and ramifying with the growth and development of the library. Since the establishment of the card catalog it may be roughly estimated that 400,000 volumes, pamphlets, and parts of volumes, newly added to the central library, have been cataloged, and, on an average, 12,000 volumes a year of older material have been revised and recataloged.‡

While this work has more than met the anticipations of its projectors and has proved in many respects an ideal catalog, the question has been asked from time to time by those who have chafed under its requirements and limitations, whether it might not be possible to con-

* This paper was prepared last autumn at the request of the Trustees and Librarian of the Boston Public Library, and forms a part of the Annual Report of the Library for 1898-99.

† Annual report, 1871.

‡ From 1882-1897, 191,472 volumes were recataloged in the work of revision.

dense all this material into printed volumes, which could be consulted more readily and used outside the library building.

To this question the reply of the trustees has been that, owing to the expense involved and to other grave considerations, they were not prepared to enter upon an undertaking so vast and of so uncertain an issue. At least, until the library should be housed in a new building and all of the necessary changes of shelf-position and shelf-numbers had been made, a printed catalog, even if possible, would be an unwise project.

Now that this transfer has been made and the changes mentioned are under way, how does the case stand? What will the proposed catalog involve?

1. In the first place the work of revision must be pushed with vigor to the end, the catalogers being called off from all other special work to receive aid in this undertaking from an extra force to be engaged from outside. The cards for every book must be copied in abbreviated form, compared with each other, and if not already done, with the cards in the public catalog, with the shelf-lists, and with the book itself, while the subject headings must be submitted to a rigid test as to their correctness and their indication of relationship to the headings of cognate subjects. The catalog of a great library is a constant development; to its latest and highest requirements all the work of preceding years must be brought. Only when the work is perfected can it be given to the printer. The time needed for this cannot be estimated, but only guessed at from the experience of other large libraries which have printed their catalogs.

2. Supposing that this revision is finished and the card catalog as it stands now is ready to print, what then?

On June 25, 1898, the card catalog measured 12,523 inches linear measurement through the thickness of the stock. Reckoning 80 cards to an inch these cards number 1,001,840. Roughly estimated, from numerous tests made, nine-tenths of these cards contain one title each, and one-tenth two or more titles. It might be said that there are 1,200,000 titles (author and subject) in the public card catalog in the Bates Hall and delivery-room. This leaves out of account many of the titles in the Ticknor and Barton catalogs, which it would be desirable

to include in condensed form in a general catalog of this library.

An estimate may be made in another way. There were in the Central Library, exclusive of the duplicate-room, on July 1, 1898, about 524,000 volumes, or, deducting special collections, say 500,000 volumes. Reckoning two and one-half entries for each book (an accepted estimate),* the number of titles to be printed would be 1,250,000.†

3. The question now arises, shall the proposed catalog be kept up to date; that is, shall the titles of books received while the work is in progress be added, or shall it include only what was in the library at the time of beginning the work.

For the past seven years the cards placed in the public catalogs in Bates Hall and the delivery-room have averaged 44,857 a year, or about 150 a day. As the preparation and printing of these titles in addition to those already in the library would push forward the publication of the catalog indefinitely, I will here make only estimates on the collection of books as it now stands.

4. Assuming that these 1,200,000 titles are ready for the printer, how much time will be needed to edit them through the press?

From an examination of numerous catalogs of this and other libraries, I judge that the number of titles to a page would average from 40 to 50, depending on the fulness of the titles given and the style of printing. Calling it the larger number, the catalog would fill 24,000 pages; if the smaller, 30,000 pages.

The Boston Athenæum catalog was printed at the rate of 1 + pages a working day; the catalog of the library of the Peabody Institute at the rate of less than two pages a day; the index-catalog of the library of the Surgeon-General's office, United States Army, at the rate of about three and one-third pages a day. Calling the rate of progress for the proposed catalog five pages a day, the time needed would be in the one case 16 years and in the other 20 years.

* The dictionary catalog of the Boston Athenæum for the period from 1872-1894 covers 80,000 bound volumes and 5000 pamphlets, and is estimated to contain 291,840 cards, or nearly three and one-half cards per title.

† In this estimate no account is taken of the number of duplicate copies on these cards, the number of volumes made up of many pamphlets, or the number of works in long sets.

The catalog of the Boston Athenæum, work upon which was begun in 1856, was sent to the printer May, 1872. January of that year was taken as the limit beyond which no book should be added. On its completion, therefore, it did not contain the titles of books added to the library for the preceding ten years. To the index-catalog of the library of the Surgeon-General's office, and to the catalog of the Peabody Institute, the titles of books and articles received during the printing were added, except such as were included in the part of the alphabet already in type.

On the completion of the index-catalog enough material had collected in the letter A to fill 828 pages, while in the main work this letter occupied only 718 pages. In the Peabody Institute catalog this letter occupies 236 pages in the supplement, and only 136 in the main work. This disproportion would doubtless disappear in the later letters of the alphabet, yet it shows that the titles left over on the completion of a catalog may be as numerous when the work is delayed to insert matter received during its progress through the press as when, receiving no additions, it is put through more rapidly.

What will be the value and how great the use of a catalog which does not contain titles of books added for 10 to 20 years previous to its issue?

On the completion of the Boston Athenæum catalog I examined the books given to readers at the Boston Public Library for some days, and found that seven out of 10 had been published less than 10 years. Of course such a catalog would have less and less use from year to year.*

By recent tests made by Mr. Chevalier, of the catalog department, it appears that of books taken for home use on given days 24 per cent. were published before 1883, while 19 per cent. bore date between 1883 and 1888, and 67 per cent. between 1888 and 1898; while of books taken for hall use, 37 per cent. were published before 1883, while 24 per cent. were issued between 1883 and 1888, and 39 per cent. between

1888 and 1898. On the completion of the proposed catalog for this library it probably would not contain one-fourth of the books called for by readers.

An opinion as to the number of volumes required for a printed catalog of the library may be ventured, based on the experience of other libraries. Six years ago an estimate was made that the titles in the card catalogs of the upper hall of the old library building would fill 16½ volumes of the size of the Barton catalog (Miscellaneous part). This estimate apparently took no account of the titles which have long contents, or of the cases where more than one title is on the card, and, in my opinion, it falls far short of being correct.

The Boston Athenæum catalog of 92,000 volumes and about 36,000 pamphlets is in five volumes with 3400 pages. In the five volumes of the Peabody Institute Library the 5000 pages catalog a collection of perhaps 100,000 volumes. The index catalog at Washington in its 16 volumes, or 16,000 pages, represents a collection somewhat larger, minutely analyzed.

The British Museum catalog, with author entries only, which approaches completion, thus far fills about 110,000 columns (two to a page, folio size). These columns, if joined to one another, would reach more than 17 miles — a vivid illustration of the proportions which the catalog of our own library will soon reach.

With its more than half a million volumes and many thousand pamphlets an estimate for the Boston Public Library of a catalog in 30 volumes of a thousand pages each is probably a moderate one.

It would be difficult to estimate the cost of preparing a catalog of this library for the press and printing it. In 1881 the examining committee made a statement, based upon estimates furnished them, that the cost would be nearer \$200,000 than \$100,000. The catalog of the Boston Athenæum, in five volumes, is said to have cost nearly \$100,000.† Of the index-catalog of the library of the Surgeon-General's

* "While the use of the catalog in print is vastly more convenient than the best in manuscript, and while our printed volumes may be of great advantage in other libraries and to a few students who possess them, it is very apparent from observation that the great bulk of users of the Bates Hall are in search of the newer books, which cannot be found in the printed catalogs." — *J. Winsor: Superintendent's report, 1872.*

† This estimate is only an approximate one, as may be seen by the reports of the treasurer. The librarian has stated that the cost of printing, paper, binding, etc., was about \$20,000, and that for many years there were from two to eight persons preparing the manuscript for the printer. The compilation of this catalog was attended with peculiar difficulties, and its cost was greater than might be expected in similar undertakings.

office one volume has been issued yearly at a cost for the printing and binding alone, and not including the cost of preparation, of \$12,000 a volume, or \$216,000 for the eighteen volumes (first and second series) so far issued, in an edition of 1000 copies. For printing the catalog of the British Museum, which was begun January, 1881, an annual grant was assigned which has risen by gradual increments to £3000 a year. *

If the price be set upon the catalog based upon its cost, or upon the charge for the catalogs of other libraries, but few copies would be sold. Even if a nominal price were named, judging from the experience of the library, the sale would probably be quite limited.

As already stated, in place of a new general catalog in a printed volume, the bulletin was established, which gives ready access to the new additions to the library.

Moreover, as any subject has come into prominence or general interest it has been made the occasion for preparing a special catalog, in which, with the aid offered by specialists, the titles of the most helpful and authoritative works have been gathered. As an example, there may be cited the list of books on social reform, published this year. Such lists as these, drawn from the general catalog, when the interest of the public on any particular question or department of literature is ardent, are timely and of service, whereas such a topic in a general printed catalog might at any given moment not have been reached or be a dozen years behind the time. †

On the completion of this proposed catalog a million cards will probably have accumulated, necessitating the preparation of the first of many

* For the British Museum catalog the yearly subscription for the parts, which began to appear about 1881, is £3 10s. The selling price of the entire catalog will be £84. About 40 copies have been sold and as many given away. The price of the five volumes of the Peabody Institute catalog is \$37, and \$11.50 for volumes 1-3 of the second series. The Boston Athenæum catalog is sold for \$5 a volume, and to libraries at \$20 for the entire work. About 350 copies have been sold. The price for the catalog of the library of the Surgeon-General's office is \$3.50 a volume; for that of the Bibliothèque Nationale 15 francs a volume.

† The Austrian Library Association, at its meeting held on March 26 of this year, decided to abandon the plan for an Austrian general catalog, owing to lack of adequate support, but in its place it voted to publish bulletins devoted to library matters. — *Library Journal*, September, 1898.

supplements to follow. The library would then be confronted with the state of things which led its first superintendent, Mr. Jewett, to affirm that "Nothing short of what a card catalog is in plan can ever be regarded as entirely satisfactory for a great public library," ‡ and his successor, Mr. Winsor, to agree with the view of European librarians that "printing in a large and a rapidly growing library is impracticable." **

Nothing has been said in regard to the printer's part in the proposed catalog, for the reason that the other considerations adduced are the vital ones. With the addition of another press and linotype the proposed catalog could be put in type to keep pace with the supply of matter furnished by the editors.

With the coming of the linotype there was a suggestion that the way might be open for a catalog of the entire library in printed volumes, and moreover that by holding the solid lines or "slugs," insertions might be made and the catalog kept up to date.

In this library the linotype has been tested in catalog work to the following extent: In addition to the printing of the titles of accessions for the card catalog and the special catalogs, a *Monthly Bulletin* has been issued, and at the end of 20 months about two-thirds of this matter has been reprinted, with some changes, from the same slugs, as an "Annual list." Although this is an author catalog, †† arranged simply by classes, and much less intricate than a dictionary catalog of authors and subjects, many difficulties have been met with in its development. If the attempt should be made to unite the slugs for the annual list with others for a two-year list or a five-year list, as has been proposed, these difficulties would multiply many fold. To mention one: to the labor of finding the slugs and rearranging them there would be added the constantly increasing necessity for a new grouping. It would probably be more economical to set up the whole list anew. For it is a settled principle that work ought to be perfected before it is sent to the printer; all changes and new arrangements after that are disastrous. The same principle holds good with the linotype. Editorial work must be done elsewhere

‡ Annual Report 1861.

** Annual Report, 1872.

†† This was followed by a second annual list, Jan. 1, 1899.

than in the printer's office, or the linotype room.

With the linotype as up to this time developed, methods which hold good for printing such a publication as the annual list would cease to be operative in the case of a larger and certainly of a much larger catalog. The cost of arrangement and editing would be out of all proportion to the increase of titles.

The case as it stands is as stated. Should the linotype ever through the progress of invention overcome its present limitations and effect that which now seems impossible, no one will rejoice more than the maker of catalogs.

The Examining Committee of Citizens for 1886, impressed with requirements of the catalog department, suggested "that \$100,000 be secured by public grant, private subscription—or by all combined—the income of which should be exclusively devoted in perpetuity to the Bates Hall catalog."

With this sum in hand, it would be worth while to consider whether, if it be impossible to make an elaborate author and subject catalog, some quicker and less expensive substitute might not be found.

1. An author catalog, that is, one in which entries are given only under authors' names, and not, as in a dictionary catalog, under subjects also, could be prepared with less delay and cost. That of the British Museum has been mentioned. The Bibliothèque Nationale, has begun the publication of such a catalog, of which the first volume contains, in 565 pages, 11,067 titles, or about one-fourth of the titles of works of authors whose name begins with the letter A.*

As to the value of an author catalog it should be said that however the case may be in the Bibliothèque Nationale, or in a university library, in the Boston Public Library an author catalog would be of less value than one under subjects.

One comes to a library to learn one of two things: 1, Whether a certain book is there; or 2, What the library has on a given subject. The first point is settled by author catalog, and it is the only one settled except the question of the bibliographer, who wishes to learn the exact title of an out of the way book. An answer to

the second question is found in a subject catalog.

The scholar, familiar with literature, will seek what he needs in an author catalog. Even here he will obtain more satisfactory results from the card catalog of the library than from its abbreviated reproduction in book form. The general inquirer, however, as a rule does not know the particular book required, and asks what books are in the library under a given subject. This question cannot be answered by an author catalog whether in book form or on cards.

The publication of an author catalog for the benefit of all countries may perhaps be justified in the case of the British Museum and the Bibliothèque Nationale, as being national libraries and containing in the largest gatherings of books in the world an approach to a universal collection. The library on this side of the Atlantic most nearly approximating such a collection ought ultimately to be our own national library. This institution receives copies of every book copyrighted in the United States. Even if it should not attempt to publish a complete catalog of its collection it is conceivable that an author catalog of at least this portion, representing a complete, authoritative description of all the issues of the American press, might be of sufficient service to bibliography to justify its expense.† It would have the advantage, which trade catalogs do not possess, of being a full, precise, and scholarly description. Such a work, however, needs to be issued under the authority of one institution only. It does not need to be repeated by other libraries.

If each national library would at least undertake such a catalog for the issues of the press of its country, the publications of the world would be economically recorded. But however proper a work like this might be for a national library, with a collection of copyright material presumably complete, and with the resources of a nation behind it, the Boston Public Library stands in a very different position. It is to an extent a scholars' library; it is also a popular library. It does not contain, and does not wish to contain, more than a fraction of the

*The introduction by M. Delisle is interesting, especially section 15, "Raisons qui ont fait adopter l'ordre alphabétique pour le catalogue."

†A catalog of authors was begun by the Library of Congress in 1878, but it was continued only through the letter C. This library's catalog of the title entries of books and other articles entered in the office of the Register of Copyrights is a publication in the direction indicated.

books published in this country. The bibliographical value of its catalog in print, therefore, would be limited accordingly, while the material published abroad which it contains, being for the most part duplicated in the British Museum and the Bibliothèque Nationale together, is adequately recorded at their expense in their catalogs.

So much for the scholarly side, the bibliography pure and simple. For the popular service, the *Monthly Bulletin* and special lists, as they are issued from time to time, are adequate and more to the purpose.

2. The titles under authors might be grouped under classes, as in our *Monthly Bulletin* and annual list. Such a list of all the books of this library, however, would need a classification so extensive and indexes so minute that the labor might quite equal that of finishing the preparation and the printing of our dictionary catalog of authors and subjects. The annual list is only a selection from the *Monthly Bulletins*, which are themselves only a partial record of the books currently received. From the labor expended on this list (which is without indexes) one can imagine the time needed for the preparation of an indexed list of all the books received by this library for nearly 50 years.

3. Some years ago, in the Boylston street building, when the pressure for space for the card catalog was a matter of concern, a plan was formed to take out certain sections and print them separately in volumes. While the work done in this direction has great value, as approaching the subjects treated from a different point of view from our dictionary catalog, and, while it also supplements that work, the library has never seen the wisdom of substituting these lists for the fuller entries in the card catalog, or breaking up the completeness and continuity of that great work. Still, some such plan may be forced upon us in the future.

I have presented the question of a catalog in a printed volume for the Boston Public Library succinctly, and I trust fairly, for consideration.

I think that such an undertaking would be unwise. The decision of 26 years ago was

based on reasons which have gathered strength with the passing of time.

POSTSCRIPT. — A statement in the *Quarterly Review* for October, 1898, in regard to the book catalog of the British Museum, supplements the information given in the preceding report. It is there stated that the complete catalog will consist of about 600 volumes, containing on an average 250 columns each. During its progress through the press the accessions to the library have exceeded half a million titles, only a fraction of which will appear in this catalog. The number of copies available is about 250, but of these less than one-third have passed into circulation, and even of that number about one-half have been given gratuitously. A supplementary catalog of accessions was printed, which a subscriber could obtain for £3 a year in addition to his subscription of £3 10s. for the principal catalog. But this accessions catalog found scarcely any subscribers, and the issue has now been contracted within the narrowest possible limits. The writer adds: "The present situation may be summed up in the statement that the catalog of the British Museum is almost unknown outside of the reading-room; that its complete form is found in the reading-room alone, and that the very few persons who have access to it beyond those precincts possess it in a form which is so incomplete as well-nigh to frustrate the chief reason of its existence."*

In the periodical *Literature* for Jan. 10, 1899, it is stated that the officials of the Bibliothèque Nationale have been compelled to cease printing their catalog by reason of the great expense involved. When the work was undertaken it was estimated that the catalog would occupy some 80 volumes. The first volume cost £1600, so that the cost of the entire work might be £130,000.†

* In a circular from the British Museum, dated 15th April, 1899, the statement is made that a supplement will be published to include the titles, not yet incorporated, of all works acquired since the commencement of the printing of the catalogs to the end of 1899.

† Last week M. Émile Terquem, of Paris, told me that at some future time, it may be two years or it may be ten, other volumes would no doubt appear.

HOW TO ENCOURAGE THE FOUNDATION OF LIBRARIES IN SMALL TOWNS: REMARKS SUGGESTED BY SERVICE ON THE MASSACHUSETTS FREE PUBLIC LIBRARY COMMISSION.

BY SAMUEL SWETT GREEN, *Librarian of Worcester (Mass.) Public Library.*

THE Free Public Library Commission of Massachusetts was the first state library commission established. Since the appointment of its members, in October, 1890, I have been a member, and wish, now, in the simplest way, to make a few suggestions in regard to the foundation of public libraries in small towns, using the term in a strict sense.

There are 353 towns in Massachusetts. When the library commission began its work in 1890 there were 351 towns, and 105 of these had no free public library. That number has been so reduced that there are now only seven towns in the Commonwealth which do not enjoy public library privileges.

An obstacle often encountered in establishing a public library is its location, if a town has more than one village. It will be gratifying to learn that this obstacle has always been successfully removed through suggestions made by members of the commission. In one small town, I remember, one village already had an association library. That, the association gave to the town. The town library, thus augmented, was housed in a town hall in the village. In two other villages branch libraries were opened, one in a disused school-house and a third in another town building. Books kept in one village can from time to time be exchanged for those in another village.

Another solution of the problem for accommodating persons in all parts of a town is to have the whole library in one village and send from it boxes of books at regular intervals to other villages. Boxes or volumes may also be sent to school-houses as needed by teachers and scholars. In sending books from one part of the town to another the wagons of butchers, fishsellers, and other persons whose business takes them from one village to another, mail wagons, stage coaches, trolley cars, and even private conveyances of public-spirited residents may be availed of. If persons go regularly to the village where the library is kept, on Sunday, the library could be kept open an hour on that day for the exchange of books.

Persons attending library conventions from small towns hear much about cataloging, classification, charging systems, and other matters that are not at all applicable to their needs.

In a small town with little money to spend very simple library methods are desirable. It would not be found necessary, for example, to have a card catalog. In a report which has just been issued by the Free Public Library Commission of Massachusetts to give an account of every public library in the Commonwealth, with pictures of all separate library buildings, only 150 of 344 libraries report that they have card catalogs. Very likely some of them have such catalogs which have not reported them. It seems probable, however, that one-half, if not more, of the libraries in the state, are without catalogs of this kind, and they, without doubt, get along very well without them.

In small towns it is practicable to let users of libraries go to the shelves to pick out books for themselves, and where a catalog is desirable for use at delivery stations and in homes away from library buildings, a cheaply printed list of the volumes, with occasional supplementary lists issued by the library, or in a local paper, gives the service needed. Expense in management is to be avoided, and as much money as possible should be used in buying books and magazines to circulate. In many of the smaller towns much gratuitous service is rendered by residents, different persons taking turns in giving out books, helping readers, and attending to other kinds of library work. Such service may be used exclusively or a small sum of money, \$25 to \$50 a year, may be paid to some person to keep things neat and other persons can give their services.

Perhaps the small sum of money mentioned would secure a place for the library in a conveniently situated house as well as much of the needed service. It seems well for persons interested in founding libraries in small towns to establish pleasant personal relations with some person who has knowledge of library work. I

like the methods in use in the commission which I represent, because they bring about these relations. When a library is to be established in a little town the business of aiding the town is put into the hands of a single member of the commission, who corresponds with the proper persons in the town, finds out what books are accessible there, what the tastes and needs of the people are, and what kinds of books are desired, and, generally, what the library situation is in the town.

By personal correspondence difficulties are removed and a wise selection of books is made. Then, too, the person who has been aiding the town always feels an interest in the town and persons in the town keep up a correspondence, and get aid in maintaining and managing the library after it is established. It seems to me that commissions should be careful not to keep towns at a distance by adjusting differences respecting location by rule, or by sending lists of books to a town for which selections are to be made, but should try to establish and maintain pleasant relations in the towns. If members of a commission are not at hand, perhaps some other well informed persons may be near from whom advice and assistance can be asked.

Travelling libraries are very useful in stimulating an interest in the establishment of libraries and in supplementing their usefulness. Care should be taken, however, to see to it that such a use is made of them as will not discourage towns from establishing libraries.

A different spirit prevails in different states. The care in use in New York, for instance, in supervising educational matters would be regarded as excessive in Massachusetts. Thus examinations of schools are conducted in New York by the Board of Regents, and public libraries aided by the state are supposed to be carefully looked after and held somewhat in tutelage. Such a system may be perfectly in place in New York, but I feel sure that it would be disliked in Massachusetts. Our towns like to be allowed to manage their own affairs in educational (including library) matters as well as in

other spheres. The same spirit would, I think, resent the enactment of a compulsory law requiring every town to establish a public library or to vote a certain per cent. of the amount raised by taxation for its support. Fortunately compulsion is not needed in Massachusetts. By awakening interest, through correspondence and personal interviews, and by distributing printed matter, so much interest has been awakened since 1890 that, as stated before, only seven towns are now without free public library privileges. Nor is compulsion needed in that state respecting proper maintenance. It has been thought at times by some persons that compulsion in this matter is desirable, but the best opinion is, it seems to me, that voluntarily the towns in Massachusetts are likely to deal generously by their libraries.

That a compulsory law is not needed there (whatever may be the situation in other states) seems to be shown by the commonwealth's experience in regard to common schools.

Mr. C. B. Tillinghast, the state librarian, a gentleman who has for a great many years had an official connection with the board of education, and who is thoroughly conversant with educational matters in the commonwealth, writes me as follows:

"There is a compulsory law relative to the maintenance of schools—each town being required to raise at least three dollars per child between the ages of 5 and 15. There is only *one* town in Massachusetts, Gay Head, populated by Indians, that does not raise more than three dollars. The largest amount raised is \$51.33 1-3 per pupil, and the average for the whole state \$17.87, almost six times what the law requires. It would be as foolish to require towns to appropriate a certain percentage of their wealth for libraries as it would be to require them to do so for schools. I should also fear that it might have a tendency to limit the appropriation to the legal requirement, thereby diminishing the amount that would otherwise be appropriated. I do not believe that any well managed, live library in Massachusetts will suffer for an appropriation."

HOW TO ORGANIZE STATE LIBRARY COMMISSIONS AND MAKE STATE AID EFFECTIVE.

BY MISS L. E. STEARNS, *Librarian of the Wisconsin Free Library Commission.*

A STATE library commission has been not inaptly described by Mr. Johnson Brigham, state librarian of Iowa, as a Yankee device for bringing together the state, with its ample means and its facilities for getting books cheaply, and the people, with their limited means and their unlimited and illimitable longing for books; that shrewd device for bringing together the people who may, can or must, might, could, would or should read, and the books that should be read.

That such bodies are finding favor with those that have the best interests of libraries at heart is shown by the fact that no less than 13 state library commissions have been organized within the past nine years—such bodies now being found in Massachusetts, which led off in 1890, followed in turn by New Hampshire, Connecticut, Vermont, Wisconsin, Ohio, Georgia, Indiana, Kansas, Minnesota, Colorado, Pennsylvania, and Maine—the six last-named having joined the ranks during the past winter. That each of these state library commissions exemplifies the library missionary spirit of the age may be shown by the fact that it is expressly stipulated in each one of the bills creating such commissions that no member of such body shall receive any compensation for services rendered; indeed, the members of two boards, those of Georgia and Pennsylvania, have been granted the privilege of paying their own travelling expenses.

Any state, no matter how politically depraved may be its legislature, may secure a state library commission when the law-makers are made to realize that the bill is backed by a strong public sentiment, and when a practicable plan is shown of maintaining it at a reasonable expense. A bill carrying with it an appropriation of but a few hundred dollars is generally passed over by the watch-dogs of the treasury. A measure headed "To promote the efficiency of free public libraries" has no attractions for the scalping-knife of such practical politicians as a Croker or a "Hinky Dink," who passively ignore the first, second, and even third readings

of the bill. Their inactivity does not mean, however, that the bill should be introduced and then be allowed to find its own circuitous way through its passage; for such inattention may result in the early burial of the measure in a committee's box, too deep for after-resurrection. In advocating the passage of the measure, strong allies may be found in the various educational associations, such as state federations of women's clubs, teachers' associations, and in personal letters to the legislators from well-known and influential men and women of the state. Sometimes, however, where a state is commission-ridden and has expensive Fish, Forest, Mining, Labor, Dairy and Food commissions, it may be well to proceed quietly and leave the bill in the charge of a wise legislator interested in educational advancement. The greatest care should be exercised in drafting the desired measure. The best features of existing bills may be wisely adopted with modifications to suit local conditions. If it is desired, through the law's provisions, to divorce the state library from political control, the Ohio commission bill may be wisely studied. In states where it is customary to turn all ras-cals out at intervals of two years, it may be well to fortify the commission by a majority serving *ex-officio*. In two or three instances, among the library commissions recently created, the state librarian acts as the secretary of the commission. This we do not deem a wise provision, especially where the tenure of office of the state librarian is a brief one, as it would mean a constant interruption in the commission's work. If the state librarian could be appointed by the commission and serve at its pleasure, this part of the difficulty would be remedied. In any event, the sooner the library commission can employ a paid secretary and assistants, who shall devote their entire time to the work, the better for the library movement.

After deciding upon the membership of the commission and its officers, its powers are next to be considered; and right here is where the kind-

ly missionary spirit should be made manifest. "The commission shall give advice and counsel to all free libraries in the state and to all committees which may propose to establish them, and to all persons interested, as to the best means of establishing and administering such libraries, the selection of books, cataloging, and other details of library management. The commission may also send its members to aid in organizing new libraries or improving those already established" — such a provision as the foregoing will show the commission's willingness to aid every library endeavor.

The western and southern states of our land are not yet ready, we believe, to establish libraries through compulsory legislation. The conditions which obtain in the west, as affecting library development, are but little understood in the eastern part of the country. In the west there are whole communities of foreigners who never had the advantages of free libraries in the far-off fatherland, and who, therefore, know nothing, at first hand, of their benefits. Again, towns in the west are still being cut out of the heart of forests, school-houses, churches, and dwellings are being built, water and sewerage improvements made, sidewalks and pavements laid, all causing heavy burdens of taxes and expense. Such reasons as these cause libraries to be regarded in a certain sense as luxuries and not necessities. Any attempt at coercion would be met with fierce antagonism. But oftentimes, undismayed by the taxation bugbear, the library commissioner goes to "Forestville," studies the local conditions, confers with the liberal-spirited and wise-minded, succeeds in getting the village president to appoint a library board of interested men and women under the state library law, whose duty it then becomes to devise ways and means of securing the blessings of a free public library. The proceeds from entertainments, fairs, lectures, suppers, etc., in which all join, go to swell the library fund until the library becomes so essential in promoting the general happiness of the town that the people willingly tax themselves for its support. A library started under such conditions, with untrained and gratuitous service, is not ready to be officially inspected nor marked below grade for the absence of an altogether too expansive system — for its purpose — of classification; but its management warmly wel-

comes and adopts any advice or suggestions when tendered in a kindly way through the medium of a wholly friendly visit from the itinerant commissioner.

And here comes in the question of state aid. Some of the eastern states have adopted the principle of giving a grant of money upon the opening of a free library. In others a few books are given as an incentive to start the ball rolling. Now it is the universal experience that the occasional receipt of new books is the factor, above all others, that sustains the community's interests in a public library. The difficulty in library extension in small villages lies in the fact that the small annual income for a library is eaten up by its running expenses — librarian's salary, fuel, light, and rent — and too little is left to buy semi-annual supplies of fresh books, and a library without such additions soon loses its popularity and support.

In discussing the question of state aid, therefore, might it not be well to devise some method by which the state could assist in sustaining the interest in the library; and how better could it do this than by sending to each of the smaller communities, at regular intervals, a box of fresh literature — not necessarily composed wholly of the latest, but many of the best, that are not usually found on the shelves of village libraries? In other words, might it not be better to invest a lump sum in good books, leaving a margin for late additions, and then, by a wise system of exchange, give an entire state the benefit of each and every book? Would not the knowledge that fresh books were to be received every six months, year after year, serve as a greater incentive to a community in starting a library than to be given \$100 once and for all, or \$50 worth of books outright? This subject will bear the serious and thoughtful consideration of all interested in the growth of libraries in small towns and villages.

It has been our aim to show that the state library commission's first duty lies in the direction of nurturing and fostering the small library; for, as has been rightly said, it is, after all, not the few great libraries but the thousand small ones that may do most for the people. The possibilities in library commission work are infinite. Every commission finds many avenues of labor and each leads to many new ones.

Among the agencies for good may be mentioned: (a) The collection of books and magazines for travelling libraries, the publication of a library bulletin, with helpful articles on the library profession, details of library management, reports of libraries, unbiased reviews of the best books for village libraries, etc., etc. (b) The preparation of articles for the press on the library movement, and the publication of handbooks and circulars of information. (c) A library lecturer to rouse apathetic communities of retired farmers and the like to enthusiasm and subsequent action; to address women's clubs, farmers' institutes, town meetings, business men's leagues, and educational gatherings of every description on the various phases of library endeavor; to give stereopticon lectures on the history of the book, public library buildings, and travelling libraries; in fact, to conduct a perpetual aggressive campaign for more and better libraries. (d) A library instructor to go about visiting libraries, meeting with boards of trustees as a committee of the whole on ways and means; settling vexed points of charging systems and other details of library management so perplexing to the inexperienced; to get the librarians of a single county together, for a little institute or section meeting, elementary in

character, but sometimes similar to state library meetings, from which many are debarred by reason of stress of time, purse, or distance; to conduct a summer school of library science where librarians for a merely nominal fee may learn the best methods gained from the experience of others and, best of all, absorb what has come to be known as "the library spirit." (e) An itinerant circuit rider of to-day, who shall visit the various travelling library stations, such as farmers' homes, logging camps, village post offices, and the like, to counsel with the librarians as to the best management of such libraries. (f) An art director, who shall manage a system of travelling pictures to be distributed in farming communities, school-houses, etc.; to foster a love for the beautiful in communities too poor to purchase works of art for themselves.

All this work is in its infancy, but the outlook for the small library is most hopeful and encouraging. For years, as some one has said, the world has been making great reservoirs of blessings in the great cities; but now, from the fountain-head, the state, there comes a well-spring which sends its contents in little rills to sparkle at the doors of the thirsty who cannot come.

HOW WOMEN'S CLUBS MAY HELP THE LIBRARY MOVEMENT.

By Miss E. G. BROWNING, *Librarian of the Indianapolis (Ind.) Public Library.*

WHAT women's clubs may do for the library movement, is so fertile a theme that the discussion of it might occupy several hours of this program rather than a few minutes, if all that has been accomplished by them and all that should be done were included in the subject.

In the two weeks allotted me in which to thoroughly investigate the women's clubs and find out what they are doing for the library movement, I followed the approved plan and used all my spare time from my usual duties in writing to many of the different federations, enclosing a list of questions to be answered, intending to append a full, though concise, report to this, made up from their more elaborate replies.

Only one reply was received, evidently from a new secretary, for she wrote that their federa-

tion had had nothing at all to do with getting a library commission for their state. This was discouraging, for the woman who was president of that federation at the time the library commission was created, had herself told me that they had done all the preliminary work for the commission! In the face of these conflicting accounts, and the lack of replies to my other letters of inquiry, I had to abandon all idea of an appendix, and confine my report to the doings of the federated clubs in my own state.

The recent library legislation in Indiana which resulted in the passage of the library commission bill, and marks the beginning of a very different condition of library affairs in our state, was the work of the committee from the Indiana Union of Clubs. This is a federation that does not exclude men's clubs from its membership, but as only 16 out of the 193 clubs that

comprise the federation are men's clubs, and as the work was nearly all done by three women members of the committee, it is safe to give the credit where it belongs—to the women's clubs.

Indiana has been sadly in need of more generous treatment in the direction of her libraries, and her citizens should be grateful to the club women who have succeeded in making such a fair start in the right direction. For years, except for the large towns, Indiana's library laws have been, in a sense, prohibitory rather than of a character to encourage the establishment and maintenance of libraries. Except in cities of over 10,000 inhabitants no town could have a public library unless it first raised \$1000 or its equivalent in books.

For several years during the club season numberless letters have been received at our library asking for assistance in club work, from individuals in different parts of the state where there were no libraries; or from librarians of small libraries asking to borrow books their own libraries did not possess, in order that some patron in dire distress might thereby fulfill her obligation to her club. Of course these requests were always cheerfully complied with to the extent of our ability and consistent with our duties to our own patrons. The point was reached very soon, however, where we were performing, in a small way, the duties of a library commission and carrying on a system of travelling libraries which became burdensome. We soon adopted the plan of complying with the requests, within reason, and at the same time called attention to the poverty stricken condition of Indiana as to its libraries and library laws, the need of a library commission, and the great benefit travelling libraries might be to their sections of the country if we had them; and suggested that they spend some time in awakening the "library spirit" in their part of the state, and, particularly, to urge their representatives to do what they could towards remedying the existing condition of library affairs at the next meeting of the General Assembly. This was a case of turning the tables on them—where the library movement was trying to work upon the club woman. And this was but one of the many forces at work preparing the way for more effective library legislation. At the last session of our General Assembly five bills were passed affecting libraries; it

is of but one of these—the library commission bill—and the work the club women did for it that I wish to speak.

You have probably noticed in the library periodicals recently, where the details of the bill were given, that Indiana has joined the ranks with those states which have library commissions. Our commission is too limited in its scope to allow its members to do their best work at present, but it was a long step in the right direction to get the commission at all, and has opened the door to the possibility of future legislation which will give us more.

In June, 1897, at the eighth annual meeting of the Union of Clubs in discussing the need of legislation that would result in making it possible to elect women on school boards, brought out a stirring talk on the tendency of the times to establish local clubs and reading circles in all phases of society. It was observed that this fostering of a spirit of culture and general desire for a higher education brought with it the absolute need for access to libraries and the systematic use of them. A resolution was offered "That the president of the Union of Clubs appoint a committee of five, of which she should be one, to co-operate with the Library Association of Indiana in framing a law which shall secure to Indiana a library commission, and this committee to report progress at the next annual meeting of the Union of Clubs."

The resolution carried, and the committee was appointed, with Mrs. Elizabeth C. Earl, of Connersville, as chairman, and Miss Merica Hoagland, of Ft. Wayne, as one of its members. The committee was composed of live, energetic members, full of the sort of enthusiasm that never tires, never merits defeat, and rarely meets with it. The chairman and other members of the committee visited libraries, attended library association meetings, and wrote to those posted on the subject, until they were well up in three things: What they knew they wanted, and thought the state ought to give them; what they thought the joint committees from the Union of Clubs and Library Association might endorse, and what they hoped the General Assembly might grant. The first included a practically unlimited income—which they knew they would never get. The second included more good points than the General Assembly could be expected to grant; and the last made a bold stand for a library

commission, travelling libraries, and the right of citizens to vote to establish township libraries.

In the report of the committee to the Union of Clubs at the convention of 1898, these three special points, with others of importance, but perhaps of less value than those just named, were offered as the result of the committee's work, and to form a basis upon which to draft a bill. This report was adopted as presented, and the same committee was continued, with instructions to draft the bill along the lines laid down in the report, and get it before the next General Assembly — which would meet during the following winter.

Thereupon began six months of hard labor on the part of the committee and its friends — but it devolved chiefly on the committee, and largely upon its chairman. They wrote to the clubs and sent copies of the report to their secretaries, explaining the bill that was to be presented to the General Assembly, and asking each club in the federation to see to it that a strong committee was appointed to instruct their representatives as to their wishes in this matter as soon as they were elected; and, even before the election, to talk to the candidates, and if possible to get pledges beforehand making the library commission bill a local issue. Immediately after election, before they had time to forget that this was the same bill they had just heard about, the club committee sent them letters covering practically the same grounds, and asking their support. The county newspapers were besieged in the same manner, and club women who were known to be good workers were written to personally and their services enlisted in the good cause.

But after all this hard work, when one would suppose the entire Legislature was thoroughly acquainted with the wishes of a fair proportion of its constituency, the real effort for the bill had to be made before the committees to which it had been referred by the House and Senate.

If one were to attempt to cite half the discouragements and misrepresentations the club committee had to combat before the desired legislation was secured, they would seem greatly exaggerated. There were several serious

counts against the Union of Clubs in the campaign against the library commission. One of these was, that the Union of Clubs was merely a catspaw for a very powerful book firm which was using the federation to get a bill passed establishing travelling and township libraries in order that it — the book firm — might reap the benefit. This sounds like a hoax, but it would be a difficult matter to convince a number of people that the club women could be disinterested enough to take so much time in which to work up a sentiment in favor of a bill that would benefit the people of the whole state, and not be working in the interest of some commercial enterprise. Human nature is not geographically bounded. People who live narrow, uneventful lives, are everywhere likely to have the common characteristic of a suspicious nature. But the club women of Indiana can afford to be magnanimous and forgive them — for they have accomplished what they undertook, and we have our library commission.

I have gone into detail in describing the methods of the club committee because, when this work was first started, it seemed almost impossible to find anybody who could, from experience, advise just what or how to do; and simple and easy as it all sounds, the committee was obliged to work out its own plans and methods before it could go ahead. If their experience will be of assistance to others, I am sure it will be freely given when asked for. In conclusion, I want to offer a suggestion of a work that may be done in any state. Why could not the federated clubs in states where the library commission is weak in funds, or does not exist at all, take up the work of travelling libraries in a small way? If each club in the federation should gather up books and magazines, equip at least one travelling library and maintain it, turning it over to the commission, if there be one, for systematic distribution with the others; if they should do this, what a help it would be, both to the commission and the people. The Library Commission could furnish to the clubs or organizations, lists of books desired, and thus avoid the accumulation of out-of-date or unsuitable books, and also of unnecessary duplicates.

HOW TO PLAN A LIBRARY BUILDING.

BY H. M. UTLEY, *Librarian of the Detroit (Mich.) Public Library.*

THE suggestions here set down are intended for the benefit of a fairly prosperous and conservative community of 1000 or 2000 inhabitants or upwards. It is not necessary to say that any one who chooses to rear a monument to himself in the place of his nativity, in the shape of a library building, with his name cut in marble over the front door, is privileged to spend as much money on it as he may choose. If a town with plenty of means, public spirit, and good taste, decides to do something conspicuous in the way of a library building, that is one thing. But if a town, appreciating the value of a free public library, maintains one at some sacrifice, and thinks on the whole such library ought to be under its own roof, it naturally wants to get the most for its money. These remarks are designed to help out the latter.

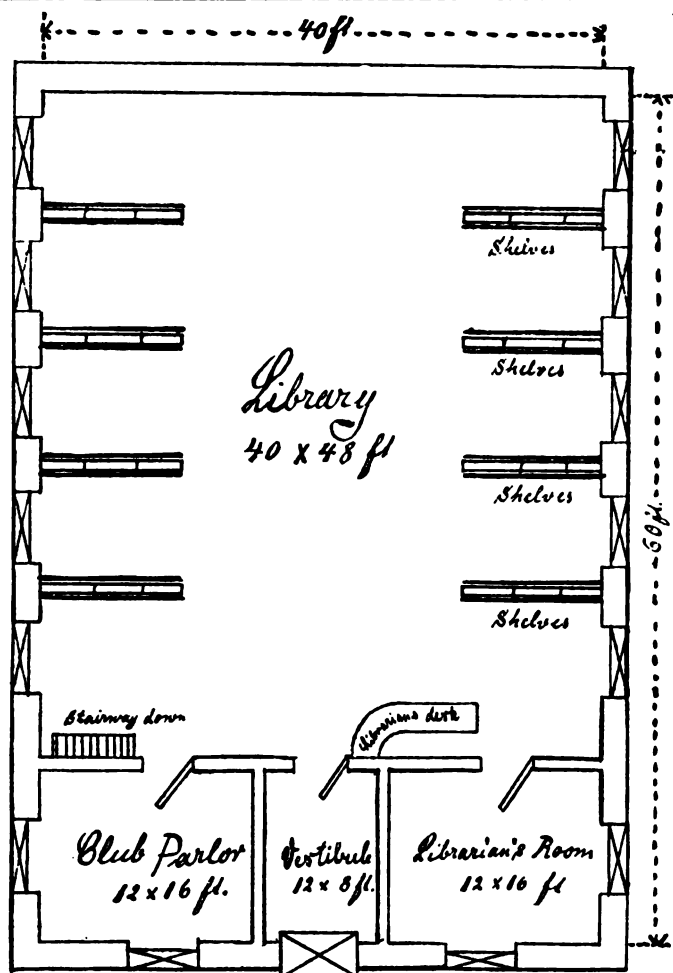
The lot should be 100 feet wide and of abundant depth. If located on a street corner, 20 feet less in width will answer. Place the building midway on the lot, and this will leave plenty of space on each side for light and circulation of air. The dimensions of the building to be 40 feet front by 60 feet in depth and one story high. Excavate under the front 40 feet of the building and carry the basement walls up four clear feet above the grade of the lot. The basement will provide space for heating apparatus, fuel storage, closets, and miscellaneous storage. There will be an outside entrance to this at the side of the building and an inside entrance from the library room. The only entrance to the library will be at the centre of the front through a vestibule 12 feet in depth and 8 feet wide.

As the building is low at best, it is desirable to avoid a squat appearance. This may be done as to the sides by a suggestion of the French roof, or dormer window relief of the roof line. The front may, perhaps, be relieved by a pretty porch. Any architect will be able to devise methods of giving the structure a pleasing effect without adding to its cost.

A partition across the building 12 feet from the front wall will leave a space to be divided as

follows : 8 feet in the middle for a vestibule and the remaining 16 feet on each side, forming two rooms, each 12 by 16, will open into the library. One will serve for an office for the librarian and the other for a club parlor, children's room, or any other desirable purpose. The remainder of the building will be a single room 48 feet long by 40 feet wide and 16 feet high. There will be five windows in each side opposite each other, each $4\frac{1}{2}$ feet opening in the clear. The window sills will be 5 feet from the floor and the windows will extend to the ceiling. This arrangement will afford abundant natural light to all parts of the room. The room will be open in the centre and divided into alcoves at the sides, by the bookcases, which will be four in number on each side and stand at right angles to the wall between the windows. There will also be bookcases against the wall under the windows. The projecting bookcases will be divided into three sections of 3 feet each, and will be double cases, having shelves 8 inches wide on each side. They will be 7 feet high. The space above the cases will be left open, but may eventually be used for a gallery and a second tier of bookcases if desired. The end wall may be utilized for bookcases throughout its entire extent. The shelving capacity of such a bookcase arrangement as described would be fully 10,000 volumes. If enlargement becomes necessary, the end wall may be torn out and the length of the building extended as far as desirable.

The bookcases will project into the room 10 feet on each side ; this will leave 20 feet clear space in the middle of the room for its whole length in which can be placed reading tables for periodicals, etc. The alcoves between the bookcases are each 8 feet in the clear, and this affords room for a small table at which two persons could sit without interfering with approach to the book shelves. This arrangement throws all the book shelves open for free access by the public. If it is desirable to protect specially valuable books, they may be placed in cases fitted with glass doors which can be kept locked.



The librarian's desk is placed adjacent to the librarian's office and cataloging room, and immediately beside the exit and entrance. This is convenient for people coming in to return books and for those going out to have books charged. This arrangement affords economical administration. One librarian can take care of the room, having complete view of every part of it, except the recesses of the rear alcoves. If desirable, these can be brought into view by a combination of mirrors. In a small place such as this library is designed to serve, most of the people will be personally known to the librarian. They may be safely trusted to go directly to the shelves to make their selection of books. Probably also they could be trusted to replace

their books properly when returning them, in which case the librarian would be relieved of much labor. With the people thus waiting upon themselves, the expense of employing library attendants would be reduced to a minimum.

The dry-goods-box shape of the building is the most economical form of construction that is possible. The cost of material and construction varies in different localities and at different times. Probably such a building could have been erected a year ago at less cost than to-day. I have submitted the forgoing details to an architect and requested from him an estimate of cost of erection and furnishing of such a building in Detroit in the spring of 1899. He as-

sures me that the building could be built with limestone foundation, cut stone sills, brick walls, roof of redwood shingles, interior, including bookcases, finished with Georgia pine, quartered oak desk, tables and chairs, all material and workmanship to be of the first-class, for \$3500 to \$4000. This was about my own estimate, but mine was based upon knowledge of the Jonathan Hall Memorial Library, erected at Ridgeway, Lenawee County, Southern Michigan, in 1887. This latter building cost \$3500 complete and furnished, the interior finish and bookcases being of butternut. It has not the capacity of the one I have described; but, to offset that one must bear in mind that building construction cost much more in 1887 than now, and that this library is not of the plain rectangular shape of the one above outlined.

It is certainly desirable to get a library out of rented quarters just as soon as possible. The place usually chosen for such purposes is in a down-town business block, over a store and perhaps in an office building or theatre. In such a location it is peculiarly exposed to danger from fire. Quarters of this kind are sure to be dark and dingy, utterly without ventilation of any kind, inconveniently arranged, and about as ill-adapted to the purpose as they could be made. Is it not question of economy and good sense for any town which has a library in rented quarters to place the same under its own roof at the earliest opportunity?

There are many advantages in the style of building here suggested. There are no stairs to climb. Everything is on the ground floor. The whole library is in one room and is conveniently arranged so that the people may go directly to the shelves and select the books which best please them. There is abundance of light and fresh air. The fewest possible number of library employes is required under such an arrangement, and so there is economy of administration. The pride which the people of a town will naturally feel in having a library building of their own will be an incentive to them to use it freely. And, lastly, the cost of a building planned on the lines here suggested places it within the reach of almost every community.

Usually land is cheap in villages and small cities. It is not necessary to settle upon the exact geographical centre. The library needs to be no more centrally located than the school-house. Under some circumstances there may be an advantage in placing the two temples of learning near each other. In any case the cost of lot would not cut much of a figure. There can be generally found some public spirited person or persons who individually or collectively will provide the necessary ground. With a little judicious agitation of the subject the taxpayers can be brought to agree that if it is worth while for the town to maintain a free public library, it is surely wise and economical to place it in a home of its own.

HOW TO MAKE A LIBRARY ATTRACTIVE.

BY CAROLINE M. HEWINS, *Librarian of the Hartford (Ct.) Public Library.*

IN one of the old streets of a Northern city stands a brownstone building on whose front the sun never shines. There is no noise in its halls, and no clatter of children's feet on its staircase. On the second floor a door opens into a long, alcoved room, where the sunshine pours in through large-paned windows which look out upon an historic burying-ground that in early May is fragrant with pale-hued hyacinths and gay with tulips burning against the old headstones. The books, which number at least 300,000, are to be freely handled by all readers who are fortunate enough to own, or once in a while to hire, the share, which as the saying goes, is the patent of nobility for the

city. Across the graveyard is a busy street, but all sounds of labor and hurry are hushed. The tables have green baize covers, the ink-stands are as old-fashioned as they were fifty years ago. Over the room brood the peace and tranquillity that scholars love. The library, without trying to attract readers, is simply, by living out its own conditions and being itself, a most delightful place for a student or a lover of books. It has modern devices in the card-catalog, but does not obtrude them. Its readers are of the most scholarly class of a city proud of its families of scholars.

This is the highest development of a library for authors and readers who have leisure to

browse in books. The shelves are free to them, and they are shut out from a busy, bustling world. It is not a workingman's library, and one rarely sees a child there; but a library like this, or the old Philadelphia Library, the Society Library in New York, the Providence Athenæum or the Redwood Library in Newport, plays an important part in keeping up the atmosphere of elegant and scholarly leisure, which is fast departing from public libraries.

A student, although he may go to the business-like loan-room of a great city public library for his contemporary authorities or six-text Chaucer, prefers to ask for them where he does not meet the unwashed public, or hear requests for Captain King and Anthony Hope's latest stories, "David Harum," "Four years in the Philippines," or "The sinking of the *Merrimac*." Nevertheless, the hushed monastic air of a library used for study oppresses, chills and awes an ignorant reader, and finally drives him away.

I knew a library in a country town which was supported for several years by the generous gifts of two sisters, one of whom was the librarian. They took a little old house that had at one time been a blacksmith's shop left it on the outside as they found it, with gambrel roof and half-worn red paint, and freshened up the inside with matting, tinted walls, simple shelves, about 1200 books, open fireplaces, reading-tables, one low enough for children, and a cupboard with dolls and tea sets for the very little folks to amuse themselves with while their older brothers and sisters read. But alas! the little library one day outgrew its quarters and is now in a larger room in the Town Hall, where it has no longer its picturesque individuality.

I know another in a low-ceiled room that was once one of the schoolrooms of a country academy. There are two or three thousand books around the walls, and on the afternoon when it was opened, with tea and cake and sweet-faced girls in pretty gowns, it certainly had so pleasant and cordial an air that every one felt welcome and at home.

We have talked over making a library attractive in our staff meetings and "surely more than half to the damsel(s) doth belong." The suggestions formulated with their help are these:

You are going to open a free library in a town

or village where the reading habit has not been established. I was asked to say nothing about making a library attractive to children, and will only suggest that *Public Libraries*, now in its fourth volume, is full of useful hints and suggestions for work with them and with schools. You have to attract the young men and women, perhaps the older men and women, many of whom have minds that have stopped growing.

The conditions of library work in some states to-day are the same as they were in Connecticut 25 years ago. There were no free circulating libraries supported by cities and towns, and the subscription libraries were in many cases leading a struggling existence. I have a library in mind up a long, dark stairway. The room was full of sunshine when one got into it, but the approach was not pleasant. A new brief dictionary catalog had just been printed without notes or guidance. There was no class-list for the use of the public, and no one was allowed to go to the shelves. The long stairs and high alcoves made many unnecessary steps. There was no money for cleaning and dusting. New books were bought to some extent, but there was not much care in choosing them, and no effort at all had been made to bring the library into touch with the every-day life of home and school. The first step was to meet readers half-way and ask them if they had seen certain new books, and the second, for the librarian to be in evidence as much as possible at the charging-desk and counter. A small red rocking-chair, a bright-colored rug, and a student-lamp gave a touch of homelikeness to the place. It was about this time that the wave of women's clubs rolled into the city, and the library established a close connection with them, and began some work in the schools, of which this is neither the time nor the place to speak. The library's fortunes varied, but it kept its head above water, and by-and-bye, when it offered itself to the city it had established itself on such a basis that all classes and conditions were ready to use it.

If possible, get a room on the ground floor. A long flight of stairs has lessened the usefulness of many a library. Use it for a library and nothing else. A corner of a hall may be cheap, but it is not attractive. I have known libraries in rooms eight by twelve that did good work and brought all the neighborhood to their

shelves, but a larger room is better. There are two or three libraries that I have in mind in rooms once used for country stores, large enough for growth and light enough for reading. Have two or three tables to begin with, plain pine tables are good enough, and reasonably comfortable chairs, some of them lower than the others. Subscribe for half a dozen magazines and papers at a dollar a year, like *McClure*, *Munsey*, *Cosmopolitan*, *The Puritan*, *The Ladies' Home Journal*, and the *Youth's Companion*, that is more for grown-up young people than for children. If you have a little more money, put it into the more expensive illustrated magazines or *Harper's Weekly*, *Frank Leslie*, and the *Illustrated American*. Do not try at first to get the heavier magazines like the *Forum* or *North American Review*. We are all children in our liking for pictures. I have a friend, a clergyman's wife in Montana, who says that she feels proud and happy when she can persuade her people to read the *Ladies' Home Journal*.

You will have old volumes given you from the attics of the neighborhood—brown-covered Popes and Miltons, perhaps, or a set of Dick's works. They have their places—on the shelves, but they will stay there for a while.

Your first year's money should be spent for books on subjects that will be read. This year, for example, I should spend as much as possible for books on the late war, even if I did not buy another volume of history. A hundred dollars should give you 40 good novels, 30 children's books, and 30 volumes of war history, travel, electricity, house building, and a few good biographies, with a book or two of reference like Brewer's "Dictionary of phrase and fable" or Bartlett's "Familiar quotations."

Scholars and students must wait. You cannot yet afford to buy a book that only two or three of your readers will ever call for.

Your shelves will perhaps be of the plainest and roughest, but let your readers go to them. Soap, water, sunshine in winter, shade in summer, and a few flowering plants or the wild flowers as they come, with their names neatly printed, go far towards making any room attractive.

One western library has a rest-room for farmers' wives. If I were opening a new town library I should send letters to the ministers of the little outlying churches asking them to speak of the library to their parishioners and

invite them to come in and rest when they are in town. You sometimes get your best readers from lonely farmhouses.

Pictures play a large part in the attractiveness of the modern library. From the great Hegger photographs at \$20 or \$30 each which the New York State Library circulates, to the Perry pictures at one cent, and the mounted illustrations from newspapers, there is ample room for choice. The danger nowadays in library and school room is not in having too few pictures, but in making your walls spotty with cheap and ill-chosen chromos and poor half-tones. *Birds*, at two dollars a year, has an extra set of plates which may be ordered and mounted. If your village has the beginning of an art club it will find illustrations from the old masters in *Harper's Bazar*. Portraits of authors may be mounted and kept in alphabetical order to illustrate titles of books.

Sometimes women who never read anything for themselves employ a clever woman to condense current novels or read short stories while they work. I have never heard of this being done in a library, but I think it perfectly practicable. Let the librarian put up a notice in the library that on a certain afternoon she will read a story, and invite women to come in and hear it, to bring their work and perhaps their own chairs. Let her read without comment or subtle analysis of plot, simply for the story. If possible, let her show a picture of the author and read or tell something about him or her. One strong hold that a library has is as a help in festivals and amusements. Even where church lines are hard and fast all sects will work together for an entertainment for the benefit of the library. Before holidays—Fourth of July, Hallowe'en, Christmas—the library can show all its resources, suggest new games, or devise costumes. It is a common saying that everything that one has ever learned in one's life is of use in a library, but there is nothing which a librarian can turn more to account than some experience in private theatricals and suggesting stage costumes made out of simple material, or plays and dialogues that are bright and amusing without being coarse and silly.

In order to make a library attractive you must convince your townsfolk that there is something in it on every subject that any one wishes to know something about. The *Tribune* and the *World* almanacs at 25 cents each are

worth much more than their price. Is some good woman consumed with the desire to know the names and ages of all Queen Victoria's grandchildren? Let her turn to the *World almanac*, and there they are with all their mouth-filling names. Is there a dispute on the time made by a trotting horse? It is recorded in the same useful book. So are the statistics of the Salvation Army, the names of the Forty Immortals of the French Academy, and the latest improvements in electricity. Do you wish to know something of labor laws? You will find them in both. "The *American Agriculturist* year-book," too, is much more than a farmer's manual, for it tells of our new possessions and gives hints on the investment of property and lessons in swimming, gymnastics, and the deaf and dumb alphabet. It is free to subscribers for the paper, and otherwise costs 50 cents. A dollar a year for these three almanacs will answer many questions in libraries which cannot afford large and costly encyclopædias.

One of our Connecticut librarians tells a story about a rich man who had no interest in the public library, until one day his coachman appeared in breathless haste, to see if there was a book in it that would help him to find out what was the matter with a favorite Jersey cow. The book was given him, the cow recovered from her illness, and her master has ever since been the fast friend of the library.

Reading is in the eyes of many persons a luxury — a sinful luxury except after sunset and on Sunday afternoons — and to others a means of passing time of which they have never thought. To bring books into every-day life is the pleasure of the country librarian. There may be years before a library comes into the hearts and lives of the people, when the circulation is small and the librarian has hours and half-hours on hot or rainy days when no footsteps disturb the silence of her bookroom. This is the time for learning the inside of her books, for picking up stray bits of information that will help her by-and-bye. Does somebody come to her to find out if there is any foundation in fact for the story of Mowgli's life in the jungle? By that strange inner vision of her sub-conscious self that is sometimes near to clairvoyance, she sees a page of Littell's *Living Age*, or another of an old volume of *Harper's Magazine* with a short article on children reared by wolves in India. Does some one else read Frederic Stimson's most touching tale of Mrs. Knollys, the young Eng-

lish bride whose husband fell down a crevasse in Switzerland, and who, learning from a scientist the rate of speed of a glacier, went back to Switzerland 40 years afterward, and, a white-haired woman, recovered the frozen body of the lover of her youth just as she had seen him last? It is the same useful Littell that tells you a similar case. The librarian who reads is *not* lost, popular evidence to the contrary notwithstanding, and one secret of the library which the public likes to consult is the librarian's power to remember and produce when needed little out-of-the-way bits of information of no great value in themselves, that have come from the habit of running over books. By-and-bye when the library grows, and the librarian has a larger salary and a staff to manage and a thousand matters to attend to that did not exist in the old peaceful sleepy days, she will have no time to browse; therefore, let her make the most of her pasture while she can. Her food at odd times may be "Uncle Silas" or "The house on the marsh" in the middle of a thunder storm, or Lecky's "History of European morals" on a day when everybody in town but herself has gone to the circus, but she can find in each and all of them something to remember and use at some future day.

It will be soon known that the library is ready to help anybody find out anything, so far as its resources will allow. After confidence is established, when the young men come to you for the form of a letter of congratulation or an after-dinner speech, the young mothers for an invitation for a child's party, the girls for patterns for embroidery, the boys for suggestions about which college is the best to go to, the elderly maidens for advice on the care of their parrots and to ask if Angora kittens should have bushy tails at a week old, the farmers on the culture of frogs for the market or the raising of mushrooms, and the ministers on the latest statistics of missions in China, you may feel that your library is truly attractive, and that it makes little difference whether it is classified or card-cataloged just like a library in Chicago or Boston. By-and-bye, when it has outgrown you and you are not quite sure what to do with it, will be time to send for a library school student or graduate. Meanwhile, it is your business to know the inside of your books well, and to keep up with what information you can get so well that you can help your readers. The rest will take care of itself in good time.

ON THE VALUE OF HOME AND PRISON LIBRARIES.

BY HERVEY WHITE, *John Crerar Library, Chicago.*

IF we glance at the books upon our shelves, comparing the ones of this year with those of 30, 20, or even 10 years ago, we are struck at once with the enormous change that has come into them in regard to their manner of speaking of other classes of society than that of the book writers themselves. What a marvellous interest the world is beginning to take in every one else! Not so much in individuals, in their personal gossip and welfare — that has always been common — but an interest in humanity as a mass, in its welfare and tendencies and possibilities; most of all in the classes that have been styled by the old books, "lower," the workers, the poor and the dependent, the criminals even, and the defective. Verily the sympathies of men are expanding. Not necessarily becoming more deeply sympathetic, but touched with a wider and more general sympathy always. Men and women are looking outside of their tribes and their races. Their social conscience is being born, begotten by universal education.

All of the professions are affected by this change; they themselves are a part of the change. The preacher now must be informed first of all upon the labor question. It is more important than his theology. The physician must turn to sanitation and questions of public health. The *littérateur* and the artist are familiar with the lives of the poor. The teacher has become almost a missionary, and the librarian will not be behind, but will make his storehouse of learning a social force in the community, no longer waiting for the specialist to come in and seek out his treasures, but actively going forth to bring in the multitudes and feed them; not even being contented with that, for when the multitudes do not come he will carry choice morsels to them and literally force these upon him.

Home and prison libraries are a small part of this forcing machinery. It is the attempt of this paper to show something of their workings in Chicago, but chiefly, for it seems much more important, to try to appreciate in a measure the value of this work to the librarian, keeping him abreast with members of the other profes-

sions, giving him intelligence as a citizen and freedom of expression as an individual.

It is, perhaps, the greatest aim of books to enable people to do without reading, to teach them to look at life for themselves and read their print in the faces of people, in their conversation and habits and longings. The place for beginning this human reading is among the working people and the poor, whose lives are still simple and genuine, who are not conventionalized and fossilized in education and society; not in the dogmas of the idle and the respectable who talk from the book reviews and art criticisms of the papers, who have natural feelings, no doubt, but spend the great part of their lives in schooling themselves into concealing them.

What advantages, then, a great city offers for study if one approaches it in the guise of a home librarian. Let us imagine a case and follow it, making it typical from experience.

Miss Smith has worked in a library at the dusty routine of cataloging for some five or six years. She earns a good living; has managed a short trip to Europe; helps support her mother, and has a small circle of friends. She wearies of them oftentimes, to be sure. They seem to say the same things over week after week; they weary of her, too, no doubt; perhaps she has little better to offer, cataloging not being very inspiring for conversation in the evening. Finally she is induced to take charge of a home library. She wants to do something for the poor, and an enthusiastic sister librarian has persuaded her.

She is given a neat little case containing 20 carefully selected children's books and is told to place it in a home in a poor neighborhood in the city. She is to form a reading circle of 10 children and visit them every Saturday evening. It does not seem a momentous undertaking, but it stirs her more than anything has ever done since Europe.

On Saturday evening she calls at the given address, the books having been sent on before. She enters a dark alley expecting every moment to be murdered, and climbs the narrow stairway of the rear tenement house, asking tremu-

lously for Mrs. Johnson, who is somebody's washerwoman, she has been told. Mrs. Johnson herself is at the door. The family is just finishing supper. Yes, they were expecting the lady. The children are wide-eyed with wonder, and the work of organization begins. The circle of 10 is soon completed. It is so easy for the children to run out for their friends. There is hardly time for Miss Smith to look about the poverty-stricken cleanness. They elect a child librarian, adopt rules for the circulation of books, and each draws out one of the wonderful bright covers. There is even time for Miss Smith to read them a chapter from a fairy tale, and they all troop off in a body to escort her to the car at nine o'clock. This is the beginning of the Saturday meetings. Miss Smith is looking forward to them every week.

By the time the winter is over a great many things have been done. Games have been brought in and sewing for the girls and whittling for the boys. They have established a penny savings bank, too, and have a collection of pictures mounted on cardboard for circulation like the books. They are making window gardens in the spring and planning a picnic to the park. Miss Smith has found time to call on the children's parents and now knows all their lives quite intimately, more intimately than with many of her old friends. She is surprised to think how much she has helped them, and how thankful they are for her friendship. She has seemed to give so little effort, and yet there are results never dreamed of: advice about the management of some bad boy, persuading another into school, listening to long tales of hardship, and giving a sturdy word of courage. She has helped some young girl trim her hat, has given advice to a mother about buying. Even the men look on her kindly. She is richer by ten lives than she was.

The next year the character of the work changes. Miss Smith has herself become an organizer, and is persuading new visitors to take circles. She is collecting books now, too, going into the homes of the rich and gaining new romance from them. How many nice people there are who will help if they can only be told how to do it. There is the beginning of acquaintance, too, with the people of the social settlements of the neighborhoods. How interesting these enthusiastic workers are! The

world is opening up with a wealth of acquaintance. The former friends of Miss Smith complain now that they see so little of her. She has become their most interesting acquaintance. She is reading books again now, the books that before this she only cataloged. She is reading with understanding and knowledge. What a fascination the study of sociology has!

Let us suppose another case. Mr. Jones is also in a library. He is the assistant librarian. He spends his life in ordering books, books for other people to read. Mr. Jones has read some of the books, too. He is a thoughtful student in ethics, and has found sociology hopeless. He is even getting tired of ethics, and takes it only in problem novels. Ordering books is grinding routine work. Mr. Jones is growing gray and dusty, sometimes thinking of consulting a physician.

Some one interests him in a prison library. The jail has no library at all. The prisoners sit brooding in their cells. Some judge has spoken at a library club urging the needs of these prisoners. The club members have promised books for a library, they have even promised some money. Library clubs promise very easily. Sometimes they forget the trifle of paying. They say that Mr. Jones must be the librarian, and just for the sake of the experience he promises.

He visits the jail next day, but does not receive hearty welcome. "A library?" questions the jailer. "Oh, yes, several people have tried that before, some Sunday schools and three women's clubs. However, the prisoners do need some reading material." Gradually Mr. Jones works his way into the graces of the jailer. He will come three mornings every week and hand out books to the prisoners. He has arranged to do night duty at the library. It is better anyway than society.

How interesting criminals are. Mr. Jones had never imagined them so intelligent. In time he is permitted to visit them in their cells. It is necessary to consult them about the books. A prisoner sits so long thinking that he has often something interesting to say. Moreover, there is the excitement of his trial. Will he win? or will the lawyers on the other side win? It is not so much a question of whether he did wrong that is on his mind, it is whether he will escape without punishment. Gradually Mr. Jones brings in his ethics. Yes, the prisoner

will justify himself. The discussion often ends in confession. The prisoner has been longing for a friend, some one with whom to talk it all over: some one neither relative nor lawyer.

The interest in ethics grows. Mr. Jones soon has a prisoner to attend to the routine of book circulation and now has established a Sunday class where he talks to a small group of men in the surgeon's room, and together they have a discussion. They read about Jean Valjean and are never weary of talking of his struggles. Mr. Jones has only the best of literature in his library, fiction, and history and travels, some poetry and a few text-books of science. He is surprised to find how many of the men are fond of the best things; criminals are not altogether criminal, often they are very good fellows, only a little streak in them is wrong. Mr. Jones tries to crowd the little streak out. He is not an eloquent talker, but sometimes a little thoughtful silence is convincing. At all events Mr. Jones has enlivened his ethics. His life has been lightened by half. He walks about

like a king in the prison, and all the doors open before him. He is welcomed also by the men. They like the fellow who is not in to make money, though they do not wholly understand him. Altogether the prison library is a success, at least so far as Mr. Jones is concerned.

Let us turn to ourselves for a moment to ask ourselves just three questions and then stop to be thinking the answers.

First, are we good modern librarians if we do not assist in some work of helping our books into the hands of those who do not possess them or perhaps even know of their value?

Second, are we good citizens when in spite of our knowledge and our books we are almost wholly ignorant of the social conditions of the larger class of our population and have no knowledge at all of our prisons and other public institutions?

And third, and most important of all, are we good as men and as women if we do not give to those who have less than we—perhaps, because they work harder?

CO-OPERATIVE LISTS OF PERIODICALS AND TRANSACTIONS OF SOCIETIES.

BY CLEMENT W. ANDREWS, *Librarian John Crerar Library, Chicago.*

FOR the accompanying interesting bibliography of these co-operative lists of serials I am indebted to the kindness of Mr. A. G. S. Josephson, cataloger of the John Crerar Library. Without claiming completeness, still it shows 20 such publications, of which three have appeared in second editions, making a total of 23 entries. As in other lines of library work we find Italy the pioneer, and the earliest publication is that of the Royal Institute of Lombardy and other public establishments of Milan in 1864. Then after a long interval the others follow in chronological order.

BIBLIOGRAPHY OF UNION LISTS OF PERIODICALS.

1864.

Elenco delle pubblicazioni periodiche che trovansi presso il R. Istituto Lombardo di Scienze e Lettere e altri pubblici stabilimenti di Milano. Milano 1864.

Quoted by V. & Ch. Mortet in their article, "Des catalogues collectifs ou communs à plusieurs bibliothèques," in *Revue Internationale des bibliothèques* 1895-1896.

1880.

University of California. Library bulletin no. 1: Supplement to the report of the Board of Regents. Sacramento 1880. 29 p. O.

With half-title: University of California. Library memoranda, No. 1.

Contains: "List of periodical literature in the following libraries. . . . Alphabetical list of periodicals in nine libraries in San Francisco, Sacramento, Berkeley, and Oakland. Gives short titles and occasional dates.

1881.

Catalogues des ouvrages périodiques que reçoivent les principales bibliothèques de Belgique, avec l'indication des institutions où se trouvent ces ouvrages. Bruxelles 1881.

Alphabetical list with systematic and other indexes. Described by V. & Ch. Mortet.

1882.

Smithsonian miscellaneous collections. A catalogue of scientific and technical periodicals, 1665-1882, together with chronological tables and a library checklist; by Henry Carrington Bolton. Washington: Published by the Smithsonian Institution. 1885. x, 773 p. O.

Vol. 29 of *Smithsonian miscellaneous collections*: also No. 514 of the publications of the Smithsonian Institution.

Alphabetical list of 8603 periodicals. Does not in-

clude, as a rule, publications of societies. The library list checks the periodicals in 127 libraries. Gives full titles and collations.

1884.

Elenco delle pubblicazioni periodiche ricevute dalle biblioteche pubbliche governative d'Italia nel 1884. Roma 1885. xxii. 316 p. O.

Vol. 1 of *Indici e cataloghi*, issued by the Ministero della Pubblica Istruzione.

Alphabetical list of 1890 periodicals in 26 libraries. Gives full title, editor, place, publisher and date of last volume issued. With classified index, list of publishing societies arranged by countries and cities, and index of authors and editors.

1884.

Lijst van vervolgw werken aanwezig in de Universiteits Bibliotheek en in andere openbare bibliotheken van Amsterdam. 1884.

A list of books in course of publication. Quoted by V. & Ch. Mortet.

1887.

New York Library Club. Union list of periodicals currently received by the New York and Brooklyn libraries. Edited at Columbia College Library. New York 1887. 58 p. O.

Alphabetical list of periodicals in 41 libraries. Gives place, frequency of publication and date of first volume in any library.

Uebersicht der Bestände an Zeitschriften in den Hauptbüchersammlungen der höheren Schulen in Pommern. In Auftrage des Königl. Provinzial Schulkollegiums zu Stettin zusammengestellt von Ludwig Streit. Colberg 1887. 33, [1], p. O.

Published as a "Programm" from the K. Domgymnasium und Realgymnasium in Colberg. Classified list of periodicals in 21 libraries. Described by V. & Ch. Mortet.

A list of the periodicals in the libraries of the various departments of the Massachusetts Institute of Technology. April 1887. Compiled by Clement W. Andrews, A.M. 8 p. O. n. t. p.

Alphabetical list, giving titles, place, and dates.

1890.

List of periodical publications accessible to the students of the University of Nebraska. In *The Hesperian*, vol. 19, No. 16, p. 8-11, June 1, 1890.

Contains about 300 titles of periodicals in the libraries of the University of Nebraska, Nebraska Historical Society, and of the different professors at the University.

1892.

University of California. Library bulletin no. 1. (Second edition.) Co-operative list of periodical literature (Supplement to the Secretary's report to the Board of Regents, 1892.) Berkeley, California, 1892. 54 p. O.

Alphabetical list of the periodicals in 12 libraries. Gives short titles, place, and in some cases, dates.

1893

Massachusetts Institute of Technology. A list of the periodicals and society publications in the libraries of the Institute, compiled by

Clement W. Andrews, A.M., librarian. 2d ed. May, 1893. Cambridge 1893. 19 p. O.

Alphabetical list, giving titles, place and inclusive dates. A typewritten supplement was issued in 1895.

Revue semestrielle des publications mathématique, rédigée sous les auspices de la Société Mathématique d'Amsterdam. Tome 1 + Amsterdam 1893+.

This is an index to articles in mathematical periodicals and transactions, with a geographical index of publications indexed, wherein those that are taken by Dutch libraries are indicated.

1895.

A catalogue of scientific and technical periodicals, 1665-1895; together with chronological tables and a library checklist; by Henry Carrington Bolton. 2d ed. City of Washington: published by the Smithsonian Institution, 1897. 1247 p. O.

Vol. 40 of *Smithsonian miscellaneous collections*. Also numbered as 1093 of the publications of the Smithsonian Institution. "Part 1 of the alphabetical catalog is a reprint from the plates of the first edition, after having made the changes necessary to bring the titles down to date. Part 2 contains additions to the titles of Part 1 that could not be inserted in the plates, together with about 3600 new titles."—*Preface*. Lists in all 8693 publications in 113 libraries. Has also a classified index.

1896.

A list of scientific medical journals in public and private libraries of Baltimore. Compiled by Miss E. S. Thies. In *Bulletin of the Johns Hopkins Hospital*, vol. vii., no. 62-63, p. 114-128. 1896.

Alphabetical list with short titles and dates.

1897.

A list of periodicals, newspapers, transactions, and other serial publications currently received in the principal libraries of Boston and vicinity. Boston, The Trustees of the Public Library. 1897. [4.] 143 p. Q.

Alphabetical list of periodicals in 36 libraries, giving short titles, place, but no dates. Has an alphabetical subject index.

Richter. Verzeichniss der im J. 1897 noch im Erscheinen begriffenen Zeitschriften, welche in d. K. 8ff. Bibliothek und in den Handbibliotheken d. K. Sammlungen vorhanden sind. Dresden 1897.

Lists 1447 periodicals in 10 libraries: quoted by Fritz Milkau in *Centralblatt für Bibliothekswesen*, 1899, p. 72.

Periodicals . . . in the New York Public Library and Columbia University Library. [*In Bulletin of the New York Public Library*. Vol. 1, no. 2+. New York 1897+.]

A classified list, each number covering one subject or group of subjects. Gives full titles, editors, place and dates.

Zeitschriftenkatalog des K. k. naturhistorischen Hofmuseums von Dr. August Böhm Edlen von Böhmersheim. Wien 1897. viii. [2], 184 p. Q.

Published as supplement to *Annalen des K. k. naturhistorischen Hofmuseums*. xii. Band 1897.

Alphabetical list of 2148 periodicals, in the various departments of the Museum, with a special index to titles of society publications, in the main catalog en-

tered under place. In the main catalog is incorporated an alphabetical index of societies.

1898.

Toronto. A joint catalogue of periodicals, publications and transactions of societies, and other books published at intervals, to be found in the various libraries of the City of Toronto. Toronto 1898. [4.] 96 p. O.

Edited by James Bain, Jr., and H. H. Langton.

Alphabetical list of the periodicals of 12 libraries, giving titles, place and date of publication. With classified index.

Generalkatalog der laufenden periodischen Druckschriften an den österreichischen Universitäts- und Studienbibliotheken der technischen Hochschulen, der Hochschule für Bodencultur des Gymnasiums in Zara, des Gymnasialmuseums in Troppa, und der Handels- und nautischen Akademie in Triest; hrsg. im Auftrage des K. k. Ministeriums für Cultus und Unterricht von der K. k. Universitätsbibliothek in Wien, unter der Leitung von Dr. Ferdinand Grasseur. Wien 1898. vii., 796 p. O.

Alphabetical list, with a supplementary list of such periodicals as are to be found only in the K. k. Hofbibliothek in Wien; giving full titles and careful collations, indicating changes, date of first appearance, editors of first volume, and the more important of the later ones; also classified index, with an alphabetical index to subjects, and an alphabetical index to editors.

Reviewed by Fritz Milkau in *Centralblatt für Bibliothekswesen*, 1899, p. 71-78.

Leigh, Charles W. E. List of the current scientific serial publications received by the principal libraries of Manchester; compiled under the direction of the Hon. Librarian [Wm. E. Hoyle] of the Manchester Literary and Philosophical Society. Manchester 1898. vi., 52 p. O.

Includes 741 serials. Mentioned in *The Library Association Record*, vol. 1, p. 186 (March 1899).

1899.

Verzeichniss der Zeitschriften für die Gebiete der Mathematik, der Physik, der Technik und der verwandten Wissenschaften, welche auf Württembergischen Bibliotheken vorhanden sind. In Auftrage der math.-naturwiss. Vereine von Württemberg zusammengestellt von Ernst Wölffing. Stuttgart 1899. 18 p. O.

Reviewed by Ernst Roth in *Centralblatt für Bibliothekswesen*, 1899, p. 240-241.

Besides these lists already published at least three others are known to me to be in preparation: one of Colorado libraries, one of Philadelphia libraries, to be published by the Free Library of Philadelphia, and one of the libraries of Chicago and Evanston prepared by the Chicago Library Club.

So far then as to what has been done and is contemplated. Let us now consider briefly the lessons to be drawn from these lists in regard to the methods of securing the best results in future work. It will be understood that what follows is only my personal view, derived from

the experience of making two such lists. It should be taken, therefore, only as a basis for that discussion and exchange of views which is the great advantage of our meetings.

First, though it may be heresy to state it, I believe that the part which co-operation can play successfully is limited strictly to the first preparation of the material. The editing and publication should be given either to a single institution or individual, or to a very small committee. Even if the general questions of limits, form, and style are decided by agreement between the institutions interested, there will be so many different interpretations of the decisions that careful supervision, practically by one hand, will be found necessary.

The most important question undoubtedly is that of the limit of the lists. The obvious advice on this point is the correct one: namely, to make the list as full and comprehensive as the means at command will allow. In this connection it should be remembered that additional information often can be given without an increase in the cost at all proportional to the increased value thus obtained. It is not always remembered that blank space in composition is paid for at the same rate as words; so that to omit information which does not increase the average number of lines to an entry, is to make the compositor rejoice at the expense of the user of the list. It usually will be found possible, therefore, to give not merely a reasonably full title, but also the place of publication, and, when necessary, the name of the editor.

Three important points, however, will require more careful consideration. First, shall the list be limited to publications currently received, or shall it include those no longer subscribed for and those no longer published? The ease of preparation and comparative cheapness of publication of lists of the first class is a strong inducement to make such; but their usefulness in comparison with the fuller form is much less than the difference in their cost. I understand that the best example of this class, that of the Boston libraries, is looked upon by its compilers as only the basis for a more complete list.

Second, what classes of serial publications shall be included? The practice in the past has been very various, but here also I should advise the inclusion of as much as possible.

Do not think of omitting society publications, and include national, state, and municipal reports if possible. Other purely administrative reports, such as those of charitable societies, railroad companies, etc., are more questionable. Entries of these might be confined to complete or nearly complete sets, or, as proposed by the committee of the Chicago Library Club, to the reports of the city covered by the list, and to state societies of its own state.

The third point is the fulness of entry of the holdings of each institution. Of course if only current periodicals are given this question does not arise. If, however, extinct serials and partial sets are included, then, if the institutions are few, it might be still possible to give the exact holdings in all cases without unduly increasing the cost; but, if they are many, some compromise must be made. That adopted by the Chicago Library Club is perhaps worthy of consideration. If one or more libraries have complete sets of a serial, these are given first, and then the libraries having incomplete sets, with the beginning and end of their sets, but without specification of the imperfections. If, however, no library has a complete set, the

most nearly complete is given in detail, and complementary volumes in other libraries are brought out.

Of the form of entry, style of type and of page, abbreviations, etc., it is not necessary to speak here, because those details are relatively unimportant, and should be settled by any one undertaking the work only after a comparison of the more important lists already published. There is, however, one other point which I would like to urge, and that is the desirability of uniformity in the method of entry. This was felt so strongly by us in Chicago, that we have definitely accepted the arrangement of the Boston list as authoritative, though the members of the committee by no means agreed with this on all points. I should add that they by no means agreed with each other on the same points.

In conclusion, let me call to your attention the proof of the usefulness of these lists in that three of them have passed into their second editions, and let me suggest that future publications of the kind should be set by linotype, or in some similar manner, so as to permit the issue of new editions or at least of cumulative supplements at short intervals.

CO-OPERATION IN LENDING AMONG COLLEGE AND REFERENCE LIBRARIES.

BY ERNEST C. RICHARDSON, *Librarian Princeton University Library.*

IT is a matter of common observation that with the present limited facilities for our American libraries, students, whether dependent on college libraries or on general reference libraries, are constantly in lack of the books which they want for their work. This, on the one hand, discourages work, and on the other results in the production of inadequate and imperfect books. The greatest handicap comes from the fact that the majority of the books cannot even be found in America, the next from the difficulty of finding where in America such works as there are are located, and a third from the great expense involved in travelling even to American books.

There are four practical methods by which co-operation may come in to ameliorate this situation, and these may be described under "Cat-

aloging," "Purchase," "Specialization," and "Lending."

By co-operation in cataloging is meant the employment of some method by which it may be readily known where books can be found. This method has been carried out splendidly for scientific periodicals in the check list to Bolton's catalog. By co-operation in purchase is meant some arrangement by which libraries may supplement rather than duplicate one another in the getting of that majority of books not now owned by any American library. By co-operation in specialization is meant that method of co-operation in purchase by which various libraries take and develop some specialty to the intent that there shall be, so to speak, a Surgeon-General's Office library for every department of knowledge, and that the

scholar may know at once the most probable supply for his need. By co-operation in lending, finally, is meant the development of some practical scheme whereby, without hardship to the larger libraries, the great expense of travelling to books may be eliminated, so far as American libraries are concerned, by sending books from one library to another.

All these methods involve one another more or less, but in this paper they will be touched on from the standpoint of co-operation in lending, by which is meant here simply the method already in use among American libraries, and still further developed abroad, systematized, authorized, and extended.

The present system is an evolution. At first books as special favor were loaned to known individuals. Then gradually, and for obvious reasons, the rule now generally in use grew up, that books might be loaned to a library but not to an individual. The system is extending more or less all the time and is already a relief to the situation, but the chief objection to it as now practised is that it throws too great a share of the burden on Harvard, Columbia, and a few others, and its use is limited by the fear of trespassing on good nature. The object of this paper is to find some practical method by which the objection may be removed and the method extended.

First of all, let us try to get at a realization of the situation by the analysis of a definite list of books, and for this we happily have the material at hand in the "Library check list" of Bolton's "Catalogue of scientific periodicals."

In Bolton's list there are 8600 periodicals mentioned. Of 5440 of these there is no copy known in this country; of the remaining 3160, 1153 have but one copy, 521 have two copies, 307 three, and the remaining 1179 have more than three copies. Of the 3160 periodicals, Harvard has 919 and Columbia 791. That is to say: of existing scientific periodicals, nearly two-thirds are not to be found in this country at all; one-third of the remainder are represented in this country by a single copy, and another third by not more than three. Only one-eighth, therefore, of the scientific periodicals mentioned in Bolton's catalog are to be found in more than three out of our (say) 500 college and reference libraries, and the very best equipped of our university libraries have only one-tenth of these periodicals at most, and less than one-

third of those which some one has actually found important enough to buy for this country.

Now, making all allowances for the fact that many of these not yet acquired by American libraries are of secondary value, it is nevertheless true that there is hardly one which should not at some time be wanted for consultation in this country. The most impressive lesson of the analysis is, therefore, the absolute lack of books in this country, but the complementary and hardly less impressive lesson is that while we already have more than 3000 sets in this country, even the best equipped universities in the land can consult less than 1000 of these on their own campuses.

What is to be done about it? Shall 500 colleges continue in an indiscriminate way to struggle towards an ideal 8600 periodicals, all of which some one will want some time, but not one in 20 of which some of them will want once in 20 years, or shall we look forward to some sort of definite co-operation, and the sooner the better?

Even if it were not a total impossibility for all college libraries to acquire all the scientific periodicals in the near future, supposing, for the sake of reducing to absurdity, that it were possible, it would involve a waste at the present market value of periodicals, reckoning that there are 500 libraries, of not less than one-quarter of a billion of dollars in the unnecessary duplication of 7000 sets, while two or three copies of each, at a total cost of not more than two or three million dollars, would fairly well supply the need — say, an economic waste of \$250,000,000 in a total investment of \$253,000,000. Absurd as this is, it is not unlike what we are now doing on the present go-as-you-please every-one-for-himself principle. We are duplicating, every year, a great many sets of periodicals, as we would not need to do under some system where all were free to borrow.

I am entirely aware that there are many periodicals which must be in every institution; that there are many of these even of which there should be several copies in each great institution, but I am not speaking of these. I am speaking of those periodicals which are only used occasionally, and which form the majority in every library.

A suggestive example of both classes is found

in Liebig's "Annalen." The latest series are necessary to every institution for constant use. The first series, while extremely valuable for historic purposes, is only a small fraction of the whole; is only needed occasionally even in the largest institutions; costs as much as all other series put together, and there are already 25 copies in the country. The competition of libraries 10 to 25 in getting their complete sets has advanced the price of the series from (say) \$50 to \$300, and the next five years will probably take it to \$500. Suppose, now, that library 26 has reached the stage of affording Liebig. Shall the librarian pay \$300 for all of Liebig that is often wanted and get also one or two other much-needed-all-the-time sets, or shall he pay also another \$300 for this series which will be used once a year, and of which there are already 25 copies in the country, and go without the other? There is already \$7500 worth of first series of Liebig in the country, and, with proper system of co-operation and lending, this plant will supply our need more than twice over. The next \$7500 available for Liebig's first series might then get 50 more needed sets, and would have the incidental advantage of reducing the fancy prices which now prevail for full sets. That is to say, of \$15,000 put into 40 Liebig's, \$1000 should, economically speaking, have been put into 10 copies, and \$14,000 used for other books.

Now, Liebig is even more than a fair example of the matter, because everything which can be said in favor of complete sets counts also in its favor. Whatever applies to Liebig in this connection, therefore, applies, with still greater force, to many of the 300 others.

Here, then, you have on the one hand a great waste of money through unnecessary duplication of copies, and on the other an immense number of sets inaccessible except through a journey to Europe. You have again, on the one hand, the fact that we have a large number of sets in this country, and on the other, the fact that two-thirds of these are inaccessible to even the very best equipped universities, except through expensive journeys or through borrowing.

Now, the ideal way of meeting this situation both for economy and for convenience is undoubtedly a central, national, lending library of the least frequently needed books—a library having, perhaps, a central library in Washington

with branches in New Orleans, San Francisco, Chicago, and New York. But the thing that we are after now is not an ideal, but a practical one. Even if such a library should be established at once, it would be many years before it could be expected to be free of the need of the co-operation of existing libraries. What we have to consider now is how far the same result of increase in apparatus and decrease in labor and cost of getting at it can be gained in some other way, and that way is, of course, co-operation among the already existing institutions. There are, as has been said, various ways of practical co-operation to this end, but the foundation of all is co-operation in lending. With this principle well established, co-operation in specialization and co-operation in cataloging will at least receive an immense new impetus, while co-operation in purchasing will logically and inevitably follow on the basis of the co-operative work in cataloging. In a practical age, in a practical land, with the example of great combinations for personal gain before us, it ought to be possible to devise suitable machinery and secure extensive adopting of this machinery. I do not ignore the fact that there may be obstacles to universal co-operation. There may be legal or political reasons why a municipal library or an endowed reference library could not enter in a combination. There will be personal objection and suspicions of any definite and formal combination on the part of many, but in a matter where the economy and the advantage are so great to all the members, it ought not to be hard to persuade them to go into the deal. If trusts are profitable for private gain, why not for public welfare.

It is not at all necessary, however, to a practical scheme that all libraries should enter it. Suppose that only the eight university libraries, which have over 100,000 volumes, should enter—still an immense gain for them and for America could be made. Suppose even that they only go in a little ways, still every step that they go in is concrete gain. I would, myself, like to see every American library of any size, whose legal and political bonds would permit, go into the matter. I would like to see some central bureau, preferably, perhaps, the Library of Congress or the Smithsonian Institution amply endowed to organize existing resources, guide their future development and supplement them

as far as possible. I would like to see enough altruism or patriotism or far-sightedness, or whatever you choose to call it, infused into the scheme to admit the smallest incorporated library to its benefits.

But if this seems too ideal and remote, and you ask for something more practical, I propose that at least the effort be made to have all the college and university libraries represented in Bolton's catalog join in a lending system at least as liberal as that which prevails among European libraries, on the basis of a definitely prepared list of books, of which each library shall furnish a portion, and according to its means. This could be done, if necessary, on the strictest basis of self-interest, but we might perhaps rise to extending its benefits to non-contributing colleges.

I have said that at the present time the great objection to the system is the extra burden which it throws on a few of the large libraries, and an authorized general system of exchange would increase that burden. As a matter of fact, under the present conditions, one naturally writes to the largest library as being the one most likely to contain the book sought. In the case of the periodicals contained in Bolton's catalog and a few other matters, however, there is a certain tendency towards equalization.

The considerate librarian, if he wishes to borrow one of the Bolton's bibliography periodicals, would choose to ask the favor of one of the smaller libraries having a set wherever possible. Now on the same principle if the committee of librarians of co-operating libraries should take this list and indicate the lending copy or copies of each periodical, it would be easily adjusted so that Harvard, Columbia and the other great libraries should have no more than their share of the burden.

There are, in fact, only 81 periodicals in the case of Harvard and 79 in the case of Columbia which are not owned by some other institution, and it is conceivable that in the case of a general combination their burden should be reduced to the loan of these and these only, whereas the sets that each would be entitled to borrow would exceed 2000 each—that is, they would stand to get 20 times what they give.

On the other hand, there are few institutions that would not contribute something—and as a matter of fact, the small college, with a faculty of half a dozen, if it contributes little also uses

little compared with one having a faculty of several hundred, and what is more it uses the few standard sets that it does own so much less that it can contribute these as lending copies where the larger institutions must keep them for reference.

I would propose further, therefore, that a definite beginning of co-operation should be made in just this way: That a circle of co-operating libraries be formed, authorized by their trustees to interchange, and that a committee of the librarians should take Bolton's catalog and decide on lending copies—perhaps assigning three or four lending copies, geographically distributed. By using the Bolton numbers and letters the cost of printing would be insignificant, and a good start could be made at once. This start might be followed up by taking, say, the list of historical periodicals, etc., in Chevalier, and forming a check list of these with similar assignment. This might perhaps soon be extended to a joint list of the periodicals in the American libraries in all classes, not of scientific periodicals only, but of all periodicals and important sets of great publications. The committee of co-operating libraries, with such a list before it, could assign lending responsibility in such way (1) That the larger libraries should be relieved of the strain of doing more than their share of lending and (2) so that even the smallest library participating should be able to do something in the work.

If such a list were prepared for co-operation in lending it would naturally and inevitably extend to co-operation in purchase. The committee editing the list would discover where the weakest spots in our joint American supply were to be found, and would naturally distribute among themselves the responsibility of filling the gaps in some common sense judgment of which one was best suited to assume each periodical. This would tend in time to definitize and extend co-operation by specialization. All this would result in direct and immediate advantage in use, in an immense saving of capital, in the removing of the unnecessary competition which is raising the cost of scientific periodicals to fabulous proportions, and in a general systematization of the work of building up the college and reference libraries.

In conclusion, there are two or three things which somebody will think should be mentioned, and which may be gathered up in

anticlimax as a sort of miscellany. In the first place, the expense of this lending would be borne, as it is now, by the borrower. In the dim futurity, perhaps, a paternal government may step in and help the matter by lightening still farther the expense of sending such books by mail. For the present, the expense, though considerable, is not to be compared with the expense of travelling to the books, and for a conservative beginning the check of this amount of expense may not be altogether an evil.

In the second place, it should be said that this plan would not need, in any sense, to destroy the right of individual initiative. Every institution will still be free to duplicate what it chooses, and to judge what new material it is for its best interest to acquire. It will simply extend the privilege which it already gives to every scholar to use its books if he will come to the books, to a privilege of having the books taken to him at his expense.

In the third place, and for the benefit of those

members of our association who look at the matter from the standpoint of the dealer, let me say that this need in no wise reduce the business or the profits of the book dealers. American libraries, for a long time to come, are going to use with eagerness every dollar that they can get for the purchase of books. This plan will merely save the dealer a good deal of trouble in the hunting up of unnecessary copies of rare sets, while not reducing the volume of his business in the least.

Finally, we must not close without recognizing more explicitly the fine contributions to our problem of co-operation in lending which are being made by many libraries. The work of the library of the Surgeon-General's office comes very near the ideal, both as to the localization of the supply for need through cataloging and the actual supply by lending. If there were a Surgeon-General's library for every branch of knowledge this little tale might not have been told.

CLASSIFICATION FOR COLLEGE LIBRARIES.

BY OLIVE JONES, *Librarian Ohio State University.*

IF a novice in the library profession were to ask if librarians had ever given any attention to the subject of classification it would be necessary only to open the index to the first 22 volumes of the *Library Journal* at the word Classification and point him to the reference after reference under that much-used term. If a librarian who had kept in touch with all the discussions indulged in by his brethren were asked the question he would probably wearily remark, as did a recent number of the *Library Journal* in commenting editorially upon a new presentation of the classification problem, that "classification, like the poor, is always with us." Yet in all the discussion on this subject, in the papers written, in the arguments advanced, next to nothing has been said about the desirability, indeed the necessity, of different kinds of libraries arranging their books according to their special needs. Libraries of different sizes have been considered and nothing could be better or more ingenious than the provision which has been made in the Expansive classification for small libraries which may eventually grow large, but in regard to libraries

of different character almost the only clear note which has been sounded was in the report on classification presented by Mr. Kephart to the World's Library Congress. He said: "It is evident that the same system cannot be used in all kinds of libraries. Yet, if we take any two university libraries for example, or any two free popular libraries, it will be found that they differ from each other mostly in size or in degree of symmetry, but not in scope nor in the character and wants of their users. I can see no good reason why all libraries of a given class might not use the same general method with mutual advantage." That was written six years ago, but it seemed to call no special attention to the fact that one of the main principles of practical book arrangement was being ignored. To be sure librarians were told to shelve fiction as near the charging desk as possible, and that was about as far as attention to the individual needs of a library went.

But it is not strange that this has been so. During the last 23 years since the library movement has been spreading over the country it has been mainly a public library movement.

The one thought has been to popularize the library, to bring the book to the people, the people to the book, and, as a means to this end, classification is not of the most vital importance. Though in most public libraries classification, and generally close classification, is recognized as exceedingly desirable, the arrangement of the different classes of books on the shelves is not a matter that need specially trouble the librarian, excepting, as had been said before, that he see that the most used classes are as near the charging desk as possible. Providing the books are classified accurately it does not much matter whether chemical technology follows theoretical chemistry or whether it is shelved at some distance away, whether education comes as a subordinate class under sociology or whether it stands alone, yet related to philosophy and psychology. Even in these days of open shelves it does not much matter if English language is shelved in one part of the library, English literature in another, English history in a third, and geography of England in a fourth. It does not matter, because even when a library has a large clientele of scholarly investigators it is not of great moment that they must necessarily look in several places in a library when working up a subject. Every one trained in the use of books knows that it is absolutely impossible for any library to gather together in one place all the literature pertaining to a subject, and, used as the scholar is to looking in different places for his material, the fact that the main divisions of the subject are separated from each other need not trouble him. And the average frequenter of the library does not want everything on the subject. He very seldom looks at it in the broad way. If he does, there is the reference librarian to help him.

And so classifications have been devised and discussed, and some of them discarded, always with the public library's need, or lack of need, unconsciously in mind. The fact that the public library has no special need which must be met left the classifier free to elaborate his "idea of the subdivision of knowledge," as Professor De Morgan says, or to adapt this idea to his notation, which has more often been the case.

But in all healthy growth there comes the period of differentiation, and this period has come, or is surely coming, in the library movement. College libraries as such are beginning

to awaken, and the individuality of other classes of libraries will undoubtedly soon be felt.

That there is a great difference between the ideal college library and the public library is admitted by all who have studied the problems confronting the two institutions. The public library exists for the whole community, it must address itself to all classes of men, it must attract the children and retain the mature reader, furnish recreation for the weary, inspiration for the downcast, suggestions for the mentally alert. The college library exists primarily for the few, and those few with a common interest. Though other readers are welcome it is the need of the professor and student that must first be considered. The library must be looked upon not as a great social force but as a factor in the educational work of the college. This is the fundamental characteristic of the college library. It must be an active force in the educational policy of the school with which it is connected. To that end it must supplement the work of the professor. Now the main part of the professor's work is to teach the student to work for himself. All instruction is coming to be more and more by the laboratory method, whether the equipment of the laboratory be test-tubes and beakers, dynamos and motors, or books. Looked at then as a laboratory the college library must consider the arrangement of the different classes of books on its shelves as one of its most important problems. Defects in the system of classification which could be overlooked in a public library must not be allowed here.

Granted, then, that a classification specially fitted to meet college problems is needed by a college library, and granted also, that none of the systems devised up to this time has been made with that end in view, the question at once arises, What have college libraries been doing? Surely they have not all been in a comatose state. Although it would, I think, be admitted that the great majority of college libraries have not yet felt the quickening power of the modern library movement, yet a sufficient number have been alive to the great power of the library and have been actively enough at work to have established principles which may be accepted as governing some phases of college library affairs. Some of these libraries have devised classifications of their own. It is only necessary to mention Harvard, Cornell,

and the University of California to show what good work each one has done for itself. And Princeton has begun the same work. Other libraries have nominally, at least, adopted one of the well-known systems. But few instances, however, have come to my attention of an up-to-date librarian, who at the same time was closely in touch with educational work, who followed closely either the Decimal classification or the Expansive classification. Since Mr. Dewey and Mr. Cutter are to present papers on this subject, they can correct me if I am wrong in this. I will be interested in knowing of college libraries where either system has been used with satisfaction both to the faculty and the library force without so many modifications that the system is scarcely recognizable. Let me give two or three instances noted in my investigation of the subject. Visiting one large university whose catalog announced that the Dewey system of classification was used in the library, the librarian was asked his reason for using the classification. His answer was that it had been adopted by his predecessor and it had seemed best to continue its use, but that if he had been free to choose it never would have been adopted. When asked as to whether he found the classification satisfactory he took from his desk a copy of the D. C., opened it and showed me the book. It was a graphic answer. Pages were marked out completely, number after number was changed, and when the classification was adopted as it stood the value of the notation was lost because the books were not arranged according to the numerical order.

On writing to the librarian of an important university who is supposed to have adopted the Expansive classification I received this reply: "We use the Cutter Expansive classification, but with so many changes that I do not know whether we have any right to call it Cutter. I cannot see how Cutter or Dewey could be used with any satisfaction without many changes in any college library of any size or personality."

A rather interesting incident occurred in connection with my inquiry into the classification of the library of one of our most prominent schools. I was assured by a former librarian, the one, by the way, who introduced the classification (it being the D. C.) into the library, that he had found it very satisfactory, had changed but little, and that he had never understood

why so much fault had been found with the printed scheme. Shortly after I visited the school itself and found that the professors were not at all satisfied with the classification of the library and did not consider the system a good one for a library connected with an institution of learning. Seemingly a difference in the point of view, although if a college library is to accomplish the greatest good it is absolutely necessary that the librarian and professors be made to see things as nearly as possible from the same point of view.

Right here is the point which must be considered in choosing a classification for a college library. It must be devised from the standpoint of the professor as well as of the librarian. Dr. Richardson, in writing of his admirable classification of classical philology, stated the principle of college classification in a nutshell when he said: "It is just what the professors need, or think they need." In some of our colleges there is too little attention paid to the professor. Not by any means that the professor should be supreme. Professors are only human, and if left to themselves would be too much inclined to make of the university library a collection of private libraries. Because the money is divided between the departments, the professor in charge of the department being allowed in most instances to hand in orders up to the amount of his appropriation, he is rather too much inclined to feel that the books when they come are his and must be found on his shelves, and is sometimes—I am glad that these occasions are rare—inclined to resent the use of the books by another department. Such a professor must be made to know that the library as a whole stands above any one department. Then, too, the library must not be kept down to the level of an incompetent professor. If it is known that the professor is not keeping abreast of educational advancement, if his methods of teaching are out of date, the library should take the lead in his work. The reference librarian should be instructed to pay special attention to his students, bibliographies and finding lists should be made specially for them, and the department be thus forced to the front. In this respect the librarian stands next to the president and his position in the university should be so recognized.

Looked at then from the standpoint of a

professor, in arranging the books of a library those classes which the instructor needs to have at hand when presenting the literature of a subject should be shelved near to each other. This is seen especially in the seminary and department libraries, and as a matter of fact these books are gathered together no matter how they have been classified and how marked. A rather amusing and confusing sight was a department library in a school whose books were classified by the D. C. It was the library of chemistry and the books which ought to be there were there, but the marks were a mixture of 500's and 600's which bewildered the observer. It may be objected that it is better not to make the road of learning too easy for the student by gathering the major part of his material for him. Let him learn to search among all books in all parts of the library. There will be enough of that for him to do in any case. It will require the direction of the professor, the oversight of the librarian, and at first the individual help of the reference assistant, to train him to look for all that the library can yield on his subject. It is better that the time of the professor and student be saved by having the main classes together. It may also be objected that courses of instruction change from time to time, that the classes which could have been shelved together some years since may now in the same institution be shelved apart, if the principle of aiding instructors is carried out. Then let it be so. Provide in the classification and notation for just such a contingency. This can be done and is now being done at Harvard. There each main class stands alone as far as notation is concerned, and if it should ever seem best to take a class up bodily and transfer it to some other department of the library there is no numerical or alphabetical order to be disturbed. If the main classes were smaller in size and greater in number this could be even better done.

It may be said that it would be hard to devise a notation which would work well for such a classification. It would certainly be hard to devise a notation which would show the interrelation of classes, or be a guide to the contents of the books as suggested by Mr. Adams in his "Combining system of notation." But is that after all the true purpose of notation? Is it not magnifying its office? The definition

of notation as given in the glossary of library terms in the "Library primer" is "A system of signs (figures, letters, arbitrary characters, or any combination of these marks) used to designate the class and book number or shelf number of the volumes of a library, so as to assist in finding or replacing them accurately and quickly." In other words the notation is a guide for finding a book's place in the library, not a guide to its contents nor to its relation to other classes of books. If we could only get this restricted idea of the function of notation settled in our minds we would find much greater freedom in classifying according to the needs of a library. Here is clearly defined a point of difference between a college and a public library. Since the mark on a book which shows its place in a library is also used as a symbol for the book in most charging systems, a public library must insist on having that mark as simple and quickly written as possible. On a busy day at the loan desk when thousands of books are being circulated it is absolutely necessary that the call number be brief. In a college library this is not so. The circulation is the smallest part of the work, and although it is always desirable to make a notation as simple as possible, yet a good arrangement of the books need not, indeed must not be sacrificed to a call number. The call number may be long if necessary.

Mr. Biscoe in his defence of the Decimal classification in the *Library Journal* for November, 1898, has likened classification to a "vast series of pigeon-holes in which subjects are placed." His idea, however, is first a large case, this he divides into compartments, and these are further divided into pigeon-holes, the relation of the pigeon-holes one to the other always remaining the same. My idea is rather that of the Wernicke system of units. If you wish the daily report file unit on top, the catalog drawer unit in the middle, and the card index unit at the bottom, you can have it so, but you can just as well have any other arrangement of the three that suits you, or you can have only two units, or one, or as many as you wish.

To the objection that with such an arrangement one would never know where in a library to find a given class of books, the answer is that of course there would be need of a plat of the library, just as a map of a city is needed by a

stranger in order that he may know where to find the streets mentioned in the directory. When the arrangement of the classes is changed a new plat will of course have to be made. In a library with room for growth and connected with a college whose courses of study are well mapped out there will not often be need for change. But when the need comes it should be met. And a plat of the library is a very desirable thing no matter what system of classification or notation is used. I have in mind the very neat and attractive plat of each floor of the Amherst stack, which hangs just where the visitor will easily see it on entering the floor. A list of all the classes and the location of each hanging by the catalog case would obviate all difficulty.

But it was not the intention of this paper to propose a scheme for classifying a college library. It was desired first to show that at present there existed no system of classification which was found satisfactory when working out the practical problems of a college library, and, secondly, it is desired to urge the College Section to seriously take up this problem and if possible by means of a committee appointed by the section to devise at least a skeleton classification which can be offered to the many colleges over the country that are just awakening to the necessity of a live, active college library. For, as has been said, the awakening of the college library has only fairly begun. In most of the colleges it will still be found that the duties of a librarian are laid upon the shoulders of a professor in addition to his other work. But the next few years will undoubtedly bring great changes, partly due to the intense library spirit which pervades the country and which will naturally affect all classes of libraries, and partly due to the changes in educational methods which are being adopted in even the smallest colleges. It is in behalf of the colleges that are about to begin the reorganization of their libraries that I speak now. They are not in a position to settle questions of classification for themselves; they must take a system offered with some authority. A case in point is that of a large and influential denominational college of wide reputation. Although it has been prominently before the public for years and has a large attendance its library was in the old-time condition until very recently. Indeed it might have been termed a collection of libraries, so

many ministers having bequeathed their books to the college and each library having been kept by itself. A few years since a man was found who wished to perpetuate his name in stone and he was persuaded that a library building for his church school was the fitting way in which to do it. As a result there was completed last year a really fine building and the books were moved into it during the summer vacation. There was not sufficient money at the disposal of the college to provide a librarian, so it was necessary to continue on the old plan of having a professor in charge of the library. The professor selected for this work was a young man very enthusiastic in his specialty and very sincere in all work which he would undertake. He applied himself to the library problem and last fall he and his assistant were among the most interested of those attending the meeting of the state library association. I asked him about the methods adopted in the library, especially the classification. He said that he was not satisfied with the system of classification presented to him, but what was he to do? He had not time to take up the problem for himself, he could not forget that library work was not his main work, so he did what seemed to be the best thing he could do under the circumstances, he adopted the D. C. He began classifying by it and found it not at all satisfactory. In our discussion of college library classification at the meeting of the College Section of the Ohio Library Association this professor was one of the most severe critics of the decimal system. During the last winter this library has received a large endowment and will soon be in a position to rank high among active college libraries; but, unless it undoes all the work which it has done, it will always be hampered by a classification which is not the one suited to its needs.

This is only one instance out of many. The college libraries are needing help, and they are needing it in this special direction. In many points, of course, the interests of all libraries are the same. Leaving book selection out of the question, the work done in a library naturally divides itself into three classes. The first is the securing and recording of books as the property of the library. It might have the general name of the acquisition department, and includes ordering, accessioning, plating, stamping, checking periodicals, binding, and

all work involved in keeping files of reports and transactions up to date. All of this work would need to be carried on no matter what would be the disposition of the books after they became a part of the library. If need be, they could be piled up on the floor like so much firewood, as is now being done because of lack of room in a library with which I am intimately acquainted, yet no part of the work necessary to make them an integral part of the library could be omitted. The second division includes the orderly arrangement of the books—in other words, their classification and shelf-listing. The third division, the extent and importance of which is so great that it is apt to overshadow the first two divisions, includes all the means employed in bringing the reader and the book together. In this division is found the majority of the lines of activity generally known as library work. Here comes cataloging, the making of finding lists and bibliographies, the circulation of books, the reference work, children's rooms, branch libraries, travelling libraries. All is done to bring the library and its constituency into closer touch. Now the principles involved in the first division of library work are the same for all libraries. That, I

think, is admitted. Business methods must obtain whether the purchases be large or small, whether you buy fiction or science. In the third division very many of the principles are the same. No one wants any better rules for cataloging than those already formulated. And here, too, it has always been clearly recognized that many of the methods employed in making the library available to readers must be determined by the character of the library and its constituency. It is no more expected that the reference work of a public library be really a course of instruction in the use of books than that a college library should have a children's room.

It is in the second division alone that the fact that the principles of work are not the same for libraries of different character has been but faintly recognized.

Here, then, as has been said, is where the college library needs help. If the College Section of the A. L. A. were to issue under its authority some system of classification so flexible that it could be adapted to the varying needs of different colleges without destroying the notation, it would be doing a really great work. At least let the work be attempted.

SUITABILITY OF THE EXPANSIVE CLASSIFICATION TO COLLEGE AND REFERENCE LIBRARIES.

BY CHARLES A. CUTTER, *Librarian Forbes Library, Northampton, Mass.*

TWO things must be considered—the general fitness of the Expansive classification for any library and its special adaptation for college work.

The E. C. was made for a proprietary library which allowed free access to the shelves. A man employed in that library said to me yesterday: "I am greatly attached to the E. C. I do not see how any one who uses it can help liking it." It was afterwards tried, with an improved notation, in other kinds of libraries—town, city, medical, military, naval, state, historical, high school, and college, and has been examined by librarians committed to other systems and by experts and teachers in library schools. This is what they say of it:

"Invaluable."

"I wish I could use it."

"Your system is far superior to Dewey's."

"Simple to understand, very clearly put."

"The more I study E. C. the more I like it."

"I like the Medical classification very much."

"We are always glad to recommend this system."

"Consider Expansive best system ever devised."

"The books seem to fit into the classes very easily."

"The superiority of the scheme, especially in Science."

"The classification of the book arts seems most excellent."

"I can only speak of it in terms of the highest appreciation."

"The nomenclature in Language and Philology is unusually good."

"Your system, which I regard on the whole as the best in existence."

"I have always been glad that we adopted the Expansive classification."

"Excellent and superior to any other that has been offered to librarians thus far."

"I like the subdivisions very much better than those of the Decimal system."

"Indispensable even to the experienced librarian as a guide in accurate classification."

"From a scientific point of view your treatment of Biology seems especially excellent."

"Your charging system promises to be as helpful as I have found your classification and book numbers."

"Should adopt it were I to change. Have examined it carefully, especially in History and Social Science, and consider it the ablest."

"I am delighted with the arrangement of Natural Sciences, especially with the mark for books on Nature and with the position of Anthropology after Zoology."

"Your work is a perfect mine of ductile and flexible metal, and seems to be fully appreciated by the bibliothécaires, if one may judge from the almost universal use made of it in many adaptations."

"I am using here the D. C., and therefore see the many disadvantages of that. I know nothing practically about the E. C., but I should expect Mr. Cutter's classification to be superior to the D. C. in logical arrangement and provision for 'all sorts and conditions' of topics."

"The Expansive classification has, as its name implies, the possibility of expansion in all directions; changes are more easily made and sub-divisions in different classes introduced, without disarranging previous order. Its local list, which can be applied to any class, is an especially fine feature, which is lacking in the D. C."

"I have been well pleased with having adopted the Expansive classification for use here. I should certainly feel like suggesting its use at —. I see no reason to expect the special difficulty that you mention, that it would be harder to arrange and to find books under the notation using letters than under the notation using figures."

This is what the college librarians say:

"I am deeply interested in the question of a satisfactory classification for a college library. The E. C. is greatly superior to the D. C., but I cannot feel that it is just what we need."

"I sat down with the D. C. and the E. C. side by side, and spent the afternoon in a careful comparison of the two. At the end I said, 'The E. C. is the one we want. We'll discard all that we have done and take this. We'll use the most fully developed form—the seventh.' We introduced it as fast as we could, and we are thoroughly satisfied with it."

"We have been using the Expansive classification in this library for several years. In elasticity and in general arrangement it is superior to any other with which I am acquainted. We have not found in actual practice that the class marks are longer or more complicated than in other systems, nor have we found any inconvenience arising from the combined use of letters and figures."

"I have arranged the philosophical books according to the seventh system, and the arrangement is satisfactory to those who use the books as well as to myself. I have marked our scientific books according to the sixth. I like the classification very well, and, so far as I can judge without having used it very extensively, it is well adapted to a college library. I have not found difficulty with the notation so far as I have used it."

"The E. C. has been in use in this university library for over 100,000 volumes for six years. We started with the sixth, but have shifted to the seventh as fast as it came out. I believe your seventh to be admirably adapted to the needs of a large college library. I am not aware that the notation has caused any difficulty. If I were to put into two words the qualities which lead me to prefer the E. C., they would be its Rationality and its Flexibility."

"In 1888 I took this library, with only accession and shelf number to locate books. I have nearly doubled the library in size, have introduced E. C. notation and distribution to every book in the library. I have removed the paper labels first used on back of books, and put notation on in stamped letters, and have completed dictionary catalog for all books and pamphlets, without any help other than that secured from students during their college course. We have no stack, the shelves being entirely open to all students. Twice I have kept a student one year after graduation, but aside from this the work has been done by undergraduates, without previous training. This is not to show what I have done, but what could not have been done, I

believe, had we used a figure notation. I have to begin at the start with each man, and *the beauty of the E. C. is that it appeals to the common sense and logic a man has in him.* The same is true in a great measure of those who wish to use the library independently, students as well as professors."

In theory, classification and notation are two entirely different things, but in practice they are married, so that it is not altogether an Irish bull to say that the better half of the Expansive classification is the notation that accompanies it. That notation is simple, short, elastic, correspondent, mnemonic.

First. It is simple. Letters are used to mark the main classes and all their non-local subdivisions, and for nothing else. Figures are used for two things. The numbers from 1 to 10 mark those divisions which it is convenient to group together at the beginning of many classes, namely: Theory and Study, the Bibliography, Biography, and History of the class, the form divisions Dictionaries and Encyclopædias, Handbooks and Tables, Periodicals, Societies, and Collections (meaning works of several authors together). The figures from 1 to 10, I say, are used for this. The figures from 11 to 99 are used to mean countries (40, Spain; 56, Russia; 61, India; 71, Egypt; 83, the United States, and so on), so that it is possible to express the local relations of any subject in a perfectly unmistakable way, the letters never being used to signify countries, and the figures never being used to signify any other subjects but countries. Thus 45 is England wherever it occurs; *e. g.*, F being History, F45 is the history of England; G being Geography, G45 is the geography of England, or travels in England, and so on; and this notation can be used not merely with the main classes, but with every subdivision, no matter how minute, which in any library is worth dividing by countries, as KL45, English law; HL45, English joint stock companies; HT45, English budget; HU45, English tariff; IG45, the English poor; IU45, English schools; IX45, English universities; JT45, English politics; JV45, English administration; or to turn to another order of ideas: X45, English language; Y45, English literature; ZY45, History of English literature; ZT45, English bibliography; WF45, English architecture; WP45, English painting. Wherever

one wishes to separate what relates to England from other works on any subject, one has only to add 45 and the thing is done.

No other system has this feature. It is true that the later editions of the Decimal scheme have provided a similar list of marks for 69 countries, using the numbers 30-99, but as these same numbers are also used for all sorts of subjects, there is nothing to show in any particular case whether they mean country or not. For example: 37, which in the Decimal classification is Rome and Italy in Geography, is also seminary method in Education, regular polyhedrons in Geometry, Kepler's problem in Astronomy, azimuth constant in Practical astronomy, spectrum in Descriptive astronomy, norite in Lithology, cups and vessels in Prehistoric archæology, rosaceæ in Botany, mayaceæ in Monocotyledons, arthrostaca in Articulates, pancreas in Anatomy, hot drinks, tea, coffee, etc., in Personal hygiene, inspection of pigments, wall papers, etc., in Public health, pancreas in Pathology, disproportionate growth of parts in Orthopedic surgery, amnion in Diseases of women, sewage farming in Sanitary engineering, nature printing in Printing, gables and pediments in Architecture, and more than twice as many other things in other places. I do not suppose that to a person thoroughly acquainted with the system this presents much difficulty, but certainly 37 considered as a local number is not mnemonic, and such a farrago of meanings is far from simple. A similar enumeration could be made of multitudinous meanings for every one of the other 68 numbers. People who know nothing of the Expansive classification talk to me of the superior simplicity of the Decimal notation. It strikes me that the boot is on the other leg. In the E. C., on the contrary, as figures above 11 never mean anything but a country, whenever they occur in a mark one knows at once that the book so marked treats of its subject with special reference to a country, *e. g.*, when one sees N83 or O83 or RPF83, one knows that it means something about the United States, 83 being the U. S. country number. (These three marks denote the U. S. flora N83, the U. S. fauna O83, and the U. S. fisheries RPF83.)

Second. The letter part is much shorter in its marks than any figure notation can be. It starts with 26 classes instead of 10; it sub-

divides each of these classes by 26 instead of by 10; when it uses three characters (the least number used in the D. C.) it makes 17 times as many classes as the figures make; with four characters it has 45 times as many, and with five 118 times as many. Now, this means almost perfect freedom, plenty of subdivisions where one wants a great many, and few divisions with very short marks where one needs only a few. And with this liberal notation one can do a great deal to make different parts of the classification correspond in marking with one another, which one cannot do if one has a very limited number of characters to work with. One can also express the relation of classes to one another and to their subordinate parts much better.

Third. It is mnemonic, *i.e.*, alliterative, a matter of minor importance, but still, as far as it goes, a help, first, in learning the class marks, and then in keeping the less used marks in mind. I find myself helped very much by it, but I know of others to whom it gives no help whatever. That is their misfortune, but of course is no objection to the notation, for in this it is no worse than a figure notation, which can give no help to anybody.

I have been amused by hearing people say that figures are more easily remembered than letters. I ask them which they find easier to remember, the initials of their friends' names or the street numbers of their friends' houses. Some say one and some the other. The fact is that a man remembers easily what he uses constantly.* If he addresses many letters to the headquarters of the Library Bureau the number 530 sticks in his memory in connection with it. But if he classifies by the D. C. 530 seems to him to mean Physics and nothing else, though those three figures have no natural connection whatever with Physics. But C has a connection with Christianity, and there is a reason why G should stand for Geography, and in class B *Bm* for Moral philosophy, in C *Cb* for Bible, *Ce* Evidences, *Cp* Polity of the Church, *Cr* Ritual, in F (Hist. Sci.) *Fc* Chronology, *Fi* Inscriptions, *Fn* Numismatics, in H (Economics) *Hk* Commerce, *Hm* Money, *Ht*

* I asked my latest pupil-assistant if he found any difference in ease of remembering between the numbers of our local marks and the letters of our subject mark. "No," said he, "except that I use the letters more, and so I know them better."

Taxation, in I (Sociology) *Ic* Criminal classes, and so on.

One use of these initial-markings is that they afford certain fixed points from which one can calculate forward or backward. *E.g.* one knows that Banking is the next class to Money. Now, Money is easily remembered as *Hm*. Then Banking will be *Hw*. But, as I said before, no one is obliged to use these mnemonics; nothing depends on them; nothing has been sacrificed to bring them about. Those who do not like that sort of thing can simply ignore them.

There is, I know, a certain prejudice, I cannot give it a higher name, against the use of letters in notation and still more against the concurrent use of letters and figures. Many persons are so much influenced by this that they turn away from the E. C. at once. Some even after examination and while acknowledging the merits of the classing are willing to give up all the advantage of a carefully worked out classification, all the convenience of a short and easily remembered notation, all the assistance to be had from a well-constructed and effective local list rather than make the slight effort required to get familiar with the notation, although if they would do that all difficulty would vanish at once. With other persons it is not so much their own repugnance to the use of letters for marks as the fear that other people, their assistants or the public, will be puzzled or repelled. The fear is needless. Read what *those who have used the notation say*:

"Perfect freedom in notation, interpolation, etc."

"I have not found difficulty with the notation."

"I am not aware that the notation has caused any difficulty."

"I had boys for a time and found no difficulty with them. I remember one to whom I gave half an hour's instruction and looked in on him the next day and that was all; he never needed any more, and he is a young boy."

"With reference to your notation, my experience is that it is no more difficult for boys to manage than the Dewey, when the latter is applied to close classification. A glance at the Bulletin of the Hartford Public Library should convince one of this."

"I have found no difficulties with the notation. My 'runner' is a high school student; he learned the location of the books very quickly

and at first I discovered only a few misplacements. He has been here less than a year and has averaged not over two hours a day, but for some time he has been able to get books readily and accurately. Within three years I have trained two assistants with equally encouraging results."

"Boys take to the Cutter marks even more easily than girls. I was not here when the change was first made from numbers to the alphabetical arrangement, but on inquiry I cannot find that any difficulty was felt, except that incident to any change, and they all say, after they got used to the change itself, it was very much easier, for in many cases, if they know the author and title, it is not necessary to know the number at all. This applies especially to fiction and biography, but I find that in other classes they often find the books in the same way, without having to look up the number."

"With 12,000 volumes the circulation was over 120,000 volumes a year for home use, with a reading-room use of about 30,000 volumes more. We liked the E. C. very much and found the notation simple. It was very interesting to see how quickly the assistants learned the arrangement of the books. The people, too, who had free access to the shelves, easily learned to find the books. I know that figures are more quickly written than letters, but with the card charging system the writing of the call number each time a book goes out is avoided. My short experience in a small technical library closely classified by the Decimal system makes me feel that the notation of the E. C. is simpler. The marks are shorter and the letters are more easily arranged than the decimal marks. I have only spoken of the use of the notation, for I feel that the classification speaks for itself. I believe that the notation would seem simple to you as soon as you began the practical use of it."

"You speak of the length of the call number. I should like to enclose some numbers copied from a catalog which claims to be an adaptation of the D. C.:

Knight's Shakespeare,	822.33Sho.4.1
Kittyleen, by Clarke,	813.C40646.245
Murfree, Tennessee Mts.,	813 M8625 468
Cooke, Henry St. John,	813.C6644 06

In the Lowell City Library, which is D. C., the call numbers are equally objectionable. In the E. C., G59c represents description of Constanti-

nople, while 914.96 are the numbers required to represent the same in the D. C. For general travel Mr. Cutter uses only the letter G, while for travel, in the D. C., three figures (910) are always necessary. The same holds true in almost every division. We have lists for books sent in from three delivery stations, and in no instance, however badly written, have we been unable to find, by a comparison with the shelf sheets, what book was desired. The comparison of list with shelf sheet is only made, of course, when there is a little doubt about the figures or letters on the list. With our attendants the letter to indicate a class is easier to remember than a figure; it means more to them. Free access to the shelves is permitted in this library, and with a yearly circulation of about 75,000 volumes we are able with very little trouble to keep the books in their proper positions. We have employed boys as well as young ladies to return the books to the shelves, and it took very little time for either to understand the classification. The attendants who have been with us before and since the change in classification would not be willing to return to the old system, finding this so much more simple and adaptable."

"Mr. — decided that of all known forms of classification the E. C. was superior. During the three years the boys and attendants at the issue desk found no difficulty in the practical working of the system. I think none of the boys there had more than a grammar-school education, and at times some of those employed were rather below the average intelligence. In reorganizing my library at — I decided to use the E. C. in one of its simpler forms, the fourth classification mainly, using portions of the sixth in certain classes where the library had many books and a fuller subdivision was desirable. All the desk work was done by boys, and they were usually boys with only a grammar-school education and of average brightness and fitness for their work. The combination of letters had no terrors for them, and they very soon became expert in finding and putting up books, and they did both very rapidly. I think the difficulties of the notation are much over-estimated by those who have not tried the E. C. I have never used the D. C., but in my opinion those who believe the E. C. to be a better classification than the D. C. (as I do myself) need not be deterred from using it

on account of its notation. In many cases, notably Biography, Geography, History, and Literature, the book numbers are shorter than in the D. C., and the 'local list' is, I think, one of the very good features. The fact that 83, for instance, means always the United States, whether used with F, G, or any other letter, is of great assistance to the memory. The E. C., like the D. C., becomes more complex and difficult to handle the more it is subdivided, but I cannot see why several letters added to the class letter should bother one more than the additional figures after the D. C. has been carried out to three figures."

Of the classification there is time for only a hasty characterization.* It has sometimes been called complicated. Nature is complicated in the sense in which this is meant — of being full of distinctions. But the E. C., even where it is most minutely subdivided, is said to be easily intelligible; and, moreover, is no more detailed than the user chooses to make it. With the same notation there are seven different classifications of progressively increasing fulness. He can select any one that suits his ideas, or he can mix two or three together, using one of the earlier and less developed schemes where he prefers broad outlines and one of the later schemes for those classes which for any reason he thinks ought to be broken up into more sections. This is not the only liberty. In hundreds of cases alternative places for subjects are allowed and suggested, so that the scheme may meet all sorts of special requirements, all sorts of individual whims even, though I often venture to say what I prefer, so as to assist those who haven't the time for or shrink from the labor of choosing for themselves. It is one of the advantages of a letter notation that it has enough characters to spare for such extra classes.

And here let me remark in parenthesis that the minuteness of one's classification does not show itself to the public by the marks on the backs of the books, to which they will pay no attention, but by the labels on the shelves. If, for instance, you have only half a shelf full of Domestic economy, but, in view of those likely to be added, think it well to adopt 12 subdivi-

sions, of which perhaps seven are represented by the present stock, you only put on one label, "Domestic economy." The shelf-going patron sees this and only this. As he looks over the books he doesn't notice or care for their order, and so he is not troubled by any "complexity." When the stock has increased to two shelves partially full you can add another label, "Food and cookery," and long before you reach the size of the British Museum, which has 50 or 60 shelves of cook-books alone, you can make a label of every one of the 12 subdivisions and your shelf-goer will be glad to have them, especially if he sees a list of them hung up on the end of the shelves or in some other convenient place which will serve the same purpose as the list of rooms and occupants at the entrance to an office building.

The order of classes and (what is much more important) of subdivisions under classes, though very likely not the best possible and certainly not the only good order, tries to be scientific, logical, natural, convenient. It follows the practice now general both in classification and cataloging of putting the inclusive, the general, first and the special, the subdivision, afterwards. Among the subdivisions it puts the local first, then the subject divisions. It follows the evolutionary idea throughout, in Natural history putting the parts of each subject in the order which that theory assigns to their appearance in creation. Its science proceeds from the Molecular to the Molar, from Number and Space through Matter-and-Force to Matter-and-Life. Astronomy, proceeding from the general to the particular, first surveys the stellar system, then concentrates upon the sun and its satellites, ending with the earth considered astronomically. The proper successor to this is the earth, in itself, that is considered physiographically and geologically, and the plants and animals upon its surface. Here, therefore, we make an easy transition from Physics or the matter sciences to Natural history or the life sciences. Then Botany rises from Cryptogams to Phanerogams, Zoology from Protozoa to Primates, ending with anthropology. Part of that is Anatomy and Physiology, which leads directly to the practice of medicine and its various branches. So we modulate from Science into the Arts.

In other places also each subject runs on to the next by easy transitions. Thus Bible,

* The classification of Electricity which was read here as an example will shortly appear in the 7th system, class R.

since the first half belongs to Judaism and the second to Christianity, is put between the two; Church history leads from Theology to History; Statistics from Geography and description of countries to Economics; the Theatre and Music are links between the Recreative and the Fine Arts.

I suppose it will not be urged here as I have heard it elsewhere that all this is of no account, that any broad common sense scheme will do, that the people do not care for fine distinctions, ingenious arrangements, symmetrical form, and that librarians are too busy in choosing books, elevating the taste of the public, pushing their relations with schools, conducting exhibitions and museums, to notice whether their classification is good or bad, or, if they do not like it, can yet get along with its infelicities and obstructions as they could with a slightly ill fitting coat or a slightly pinching shoe. I suppose this is more or less true of town or city libraries, but surely the more leisurely reference librarian will not feel thus indifferent to ideal considerations.

But any librarian who admits the public to his shelves will find that they will get much more pleasure and profit from their privilege if the books are put on the shelves in an arrangement simple, rational, easily explicable, and suited in its degree of minuteness to the size of his library at present or in a not too distant future.

Inasmuch as large special collections, which may come to any library, require specially minute classing, a system which is intended for general use must work out general subjects in great detail. This the E. C. does.*

On the other hand it is advised that individual Biography and Fiction, and each national literature be kept in one single alphabet, though a notation is provided for divisions if desired. And the classing recommended for ordinary use is minute in those places where minuteness is easy for the classifier and useful to the user (that is, especially in things concrete or local), but broad in parts where divisions would depend on differences not easily recognized either

by the classifier or the reader (that is chiefly in abstract subjects.)

And this leads me to notice that there are two opposite tendencies in classification makers, which for want of a better name I may call, the one a tendency towards the abstract and general, the other a tendency towards the concrete and individual. The first divides everything into general subject classes or form classes, such as Philosophy, Theology, Biology, Philology, Literature, Poetry, Drama, and scatters all that relates to individuals among these. The second has the same general classes, but also has a number of concrete and even of individual classes, like Woman, Books, Shakespeare, etc. To the first belong nearly all the systems in use for classification on the shelves, indeed all of the published systems. Extreme examples of the second — going so far as to destroy all subject arrangement — are the old classification of the N. Y. State Library and the present arrangement of the N. Y. Mercantile Library, in which books are classified simply by the individual author in one alphabetical order of family names. A certain number of libraries have shown the influence of this individualizing tendency in special cases, when everything of or about some selected author is put into one alcove.†

In the E. C. this individualizing tendency is recognized in a number of cases. Not to speak of Bible and Woman, which occur in many schemes, the E. C. offers to its users sections for Children, and for the Book arts,‡ and in Literary history there are notations for special collections of Shakspeare, Dante, Goethe, Moliere, Milton, which are adjustable for any other author whom the librarian desires to segregate. So in the minute subdivision of grammar, instead of putting a pamphlet on the inflection of the noun under Inflection and a thesis on the syntax of the noun under Syntax, I offer a special place where whatever relates to the noun is gathered together. There are similar

* See Greek philosophy Ba, Indian religions Bzd, the subdivision to be used after any religion (note to Bzy), Bible Cs, Apocrypha Cw, Life of Christ Cgg, Papacy Dca, the Huguenots Dj 392, History of Rome F35, the table of divisions to be used for any language, the form and the period tables in Literature, also the Shakespeare and Dante tables.

† Many have a Shakespeare collection. Wellesley has also Goethe, Schiller, Homer, Milton, Dante, Chaucer, and Spinoza collections. Cornell has 6000 volumes of and on Dante, also Goethe, Hutton, Kant, Byron, Lessing, Luther, and Reuter collections.

‡ That is, all the arts which go to the making and use of a book from Authorship through Writing, Printing, Publishing, Bookselling, up to Libraries (private and public), ending with Bibliography and Literary history.

places for the pronoun, the adjective, the verb, the particle.

But the most important instance of thing-arrangement is classification by countries. It was practised long ago by Professor Jewett in the scheme devised by him for the Boston Public Library, where it is still in use. It is perhaps better known from Mr. Noyes' Brooklyn Library catalog, in which besides the usual general classes, there is a great section called "Countries," under which all that relates to each nation in biography, history, geography, language, and literature is put together under the name of the country.

At a meeting of the College Section last year at Lakewood-on-Chautauqua, the country grouping of Language, Literature, and Literary history was declared to be very necessary for college libraries. The E. C. adopts it as one of its alternatives. The use in its notation of letters to denote non-local subjects and of figures to denote countries allows the classifier to place under the country not merely Language and Literature, but also Art, Commerce, Geography, History, Law, the Natural sciences, the Arts, and all of their subdivisions, any subject in fact which he desires to include, whether broad or minute, if only treated locally. The notation permits the widest liberty. This arrangement may be adopted for all countries or for a selection of countries. All subjects or a selection of subjects may be so treated. The selection need not even be the same for different countries, though, of course, there are the usual reasons in favor of uniformity of treatment.

The method is simply this: The SUBJECT and FORM CLASSES and their NON-LOCAL SUBDIVISIONS are marked by LETTERS (as F History and Fc Chronology, G Geography and travels, W Art and Wp Painting, Y Literature and Zy Literary History). The marks for books relating to COUNTRIES begin with FIGURES, which are followed by letters showing the subject divisions (as 25xc Indo-Germanic languages, 32wj Greek sculpture, 36wp Italian painting, 38mjv Swiss glaciers, 39fx French revolution, 40yd Spanish drama, 42vn Scotch songs, 43yq Irish wit, 45hk English commerce, 57vv Hungarian music). On the shelves the letter (subject) classes would be kept in one part of the library, the figure (country) classes in another. But if the selection of local subjects thus put under countries was limited to one group of

classes the countries would be put in that neighborhood. If, for instance, only History and Geography were put under countries the figure notation would naturally be intercalated between G and H; if it contained only Language and Literature it would follow Z.

The following examples partly show the result for one country. Note that in each subject ALL the subdivisions of the class can be introduced whenever they are wanted.

GERMANY (47).

Spiritual Sciences.

- 47B German philosophy.
- 47BM German ethics.
- 47BZ German mythology.
- 47CBC German higher criticism.
- 47CF German theology.
- 47CP German church polity.

Historical Sciences.

- 47D Ecclesiastical history of Germany.
- 47E German biography.
- 47F German history.

With all the period divisions given on pp. 21-24 of History, as 47F:CA Reign of Henry the Fowler (a colon is needed after the F to distinguish these periods from the subdivisions of F that follow).

- 47FF German antiquities.
- 47FI German inscriptions.
Alternative, 47xa.
- 47FU German numismatics.
- 47FV German heraldry.
- 47FW Lists of German nobility.
- 47G German geography, travels in Germany.
With parts of Germany and places in Germany alphabetically sub-arranged as 47G M47 Meissen.
- 47GZ Maps of Germany.

Social Sciences.

- 47HB Statistics of Germany.
- 47HE German industry.
- 47HH Co-operation in Germany.
- 47HK German commerce.
- 47HN German banking.
- 47HT Public finance of Germany.
- 47HU German tariff.
- 47IB German police.
- 47IC Crime in Germany.
- 47IG Care of the poor in Germany.
- 47IK Education in Germany.
- 47IW German gymnasia.
- 47IX German colleges.
- 47IYR German technological schools.

- 47JT The German constitution.
 47JU German politics.
 47JV German national administration.
 47JU German municipal government.
 47K German legislation.
 47KL German law.

Natural Sciences.

- 47N German flora.
 47O German fauna.
 48OX German lepidoptera.
 47P German vertebrates.
 47PB German birds.

Fine Arts.

- 47V German festivals.
 47VT German theatre.
 47VY German music.
 47W German art.
 47WC German galleries.
 47WF German architecture.
 47WOK German cathedrals.
 47WJ German sculpture.
 47WP German painting.
 47WPT German landscape painting.
 47WQC German wood engraving.
 47WV German costume.

Language and Literature.

- 47X German philology.*
 47XB German inscriptions.
 Alternative 47vi.
 47XC German language.
 47XD German dictionaries.
 47XE German etymology.
 47XG German grammars.
 47XI German nouns.
 47XIC German cases.
 47XJ German verbs.
 47XJT German tenses.
 47XL German syntax.
 47XP German prosody.
 47XR German dialects.
 47XRP The Frankfort dialect.
 47XS German slang.
 47Y German literature.
 47YD German drama.
 47YP German poetry.
 47ZY Literary history of Germany.
 47ZYAF Lit. hist., Reformation period.
 47ZYD History of German drama.
 47ZYP History of German poetry.
 47ZZ Bibliography of German literature.
 47ZZAF Bibliography of Germ. lit., Reforma-
 tion period.

- 47ZZD Bibliography of German drama.
 47ZZP Bibliography of German poetry.
 And so on.

Any subdivision in the classification may be inserted in its proper place in this list. In a few instances a slight change in the notation may be advisable.

Some one may wish to keep the history of each branch of literature with that branch. For that purpose a simple notation would be :

- 47Y German literature.
 47Y:Y History of German literature.
 47Y:YAF History of Germ. lit., Reformation period.
 47Y:Z Bibliography of German literature.
 47YD German drama.
 47YDY History of German drama.
 47YDR Bibliography of German drama.
 47YF German fiction.
 47YFY History of German fiction.
 47YFR Bibliography of German fiction.
 47YP German poetry.
 47YPY History of German poetry.
 47YPR Bibliography of German poetry.
 47YPZ Bibliography of Germ. poetry, classical period.

This provides for one demand of college libraries. There is, I am told, another need—that books be massed in departmental lines, often in departmental libraries. The E. C. notation with its large basis and consequent elasticity allows this. There are hosts of alternative arrangements suggested, by choice among which and by occasional change in the marking almost any scheme suited to any need can be constructed. The E. C. is not a rigid and unchangeable system, but rather a carefully constructed universal machine with interchangeable parts. I do not know what college professors desire, never having had any requests for changes in our order from professors in the college which uses our library; but if any college librarian will explain to me in detail what he wants to do—apparently they do not all want exactly the same thing—I think I can show him how his scheme can be constructed with the E. C. materials.

N. B. — I am not recommending all of the local or all of the minuter classing above; I am merely showing that if any one wishes, it can easily be made with brief marks. Local classing is especially suitable in the Historical sciences, the Fine arts, and Language and Literature.

**i.e.* Language, Literature, and Archeology together.

THE LIBRARY AND THE SMALL COLLEGE.

BY GEORGE T. LITTLE, *Librarian of Bowdoin College, Brunswick, Me.*

THE dictionaries say that a library is a collection of books. I employ the word to connote a collection of books that is used, used frequently by a considerable number of persons, used under the oversight and direction of a librarian who is not a mere keeper but a master of books. Books stored away are not a library. Books collected for the occasional use of a few scholars are not a library. Books selected with wisdom and merely set on shelves are not a library. For the purpose of this paper let library mean a collection of books plus the man who manages it, plus the men who use it.

It is harder to define the small college. The difficulty does not lie in the lack of them. The Commissioner of Education tells us that our country has, in round numbers, 500 colleges and universities. If those institutions are small that have less than 250 collegiate students, nine out of every ten of these are small. If we look at their productive funds and count those small that do not have an endowment of \$200,000, eight out of every ten are small. If we examine their curriculum and classify as small those giving no post-graduate instruction or not having a professional school attached, seven out of every ten are small.

Again, its locality sometimes makes a college small. In New England, the home of two old and richly endowed universities with upwards of a thousand under-graduate students, Bowdoin is classed a small college. Yet it has as many students and as ample an endowment as the University of Georgia, which no one would care to call small in this presence.

But my definition is not relative, varying with position and circumstance, nor is it concrete, depending on size, wealth, or curriculum. It is ideal. I can best express it by quoting a remark of Chief Justice Peters: "The Maine boy," he said, "should go to the Maine college. If he goes to Harvard or Yale he goes through more college, but if he comes to Bowdoin more college goes through him." The small college, then, is the institution that goes through a boy instead of having him go through it. It touches him vitally, rather than superficially. It per-

meates him. He is not the same boy afterward that he was before. He carries away somewhat of the spirit of the ideals, as well as of the learning of his alma mater. He carries this away, not merely outwardly in the form of a blue or scarlet flag to wave at football contests, but inwardly, in the guise of a certain hall mark on his character, not visible at first glance. In a word, the small college is that institution where the most students come into closest contact with their instructors, with each other, with the educational facilities, the traditions, and the ideals of the place.

Having shown that these two terms are used in a somewhat idealized sense, I trust you will accept more readily my thesis, which is this: *The library is the centre and soul of the small college.*

It is here that teachers and pupils meet on common ground as learners. Here there is a subtle spirit of sympathy and helpfulness that shuns the recitation-room. This is the laboratory for those numerous departments of instruction that deal with the knowledge of man as distinct from the knowledge of nature. It brings the undergraduate of to-day into relations with the alumnus of half a century, for it is the treasure house of old records, class albums, and among its most highly prized and carefully guarded alcoves is that devoted to the writings of graduates.

It is the place where the freshman comes to ask questions and knows he won't be "guyed." It is the place where the sophomore finds full sets of the student annuals and last year's baseball scores. It is the place where the junior delights to display his bibliographical knowledge to his girl friends. It is the place the senior is most loath to leave and misses most sorely on graduation. For here he has spent his spare moments most profitably. Here, serene and safe, he has looked forth upon the turmoils and troubles of the world, has read of wars and rumors of wars, has noted the perils and privations of explorers, has learned of the triumphs of science, has pondered the thoughts of sages, has rejoiced in the pictures of poets, has been transported by the

imagination of the novelist to every quarter of the globe and to every period of its history. In a word, the library is the exceeding high mountain whence the young man can see all the kingdoms of the earth.

I don't dare to say that the tempter never enters, but I do say there is at hand for the soul's nurture and guidance heavenly manna. "Poesy serveth and conferreth to magnanimity, morality, and delectation; and, therefore, it was ever thought to bear some participation of divineness because it doth raise and erect the mind."

The men he meets here are the men who can show him that food. No more difficult and delicate task can be conceived; no more fruitful and blessed one when performed aright. For college boys, who can better perform it than college professors? If worthy of their place they must have an acquaintance with the literature of power, as well as that of knowledge. Theirs are the words, which, fitly spoken, are most likely to prove apples of gold in pictures of silver. Casual encounters at the library shelves, simple questions asked and answered, confidential talks, bits of friendly counsel, are all links in an inconspicuous chain which binds teachers and students in helpful relations and hands down that love of truth, reverence for the right, and spirit of brotherhood which is the basis of all real progress.

In this elaboration of my thesis I have used the indicative mood. Confidentially, I must confess that exactness, if not truth itself, demands the potential mood. I am reminded of the curt and apposite remark of an old lady, whose family relations were not noted for harmony or happiness, on her way home from a sermon in which the preacher had drawn a vivid and entrancing picture of the love that ought to exist between husband and wife: "Now," said she to a neighbor, "between you and me and the bedpost, oughter ain't the same as is." We who have charge of college libraries are by no means confident that they are the centre and soul of our respective institutions. We are forced to replace the *is* by *ought to*, by *may be*, by *is to be*, if this or that happens. Yet no one of us would be recreant to our heart's ideal, whether shadowy or distinct. Dissatisfied with our attainments, we are not cast down by our failures. With Browning, we hold that "we fall to rise, are baffled to fight better, sleep to

wake," and "at noonday in the bustle of man's worktime, greet the unseen with a cheer."

For those, then, to whom such an ideal library has attractions, I wish to set forth three principles or lines of effort that I believe conducive to the desired result.

The first duty of the librarian—who means that his library shall be the centre of his college is to make it accessible. The library building ought to be the most conveniently situated of all the college structures. It should be the local as well as the intellectual centre. Over this the librarian rarely has control. The past has decided its position. He can, however, greatly lessen any disadvantages to which he may be subjected in this direction. An out-of-the-way place open at all hours is as convenient as a central one open half the time. Even at the cost of self-denial, be liberal in fixing the periods at which the library can be consulted. There is nothing the average human being enjoys more than the privilege of doing a thing when he feels like it. If the athletic freshman only feels like visiting the library about once a term, and that immediately after breakfast, let him find it open. You may thereby gain a patron before the four years have passed.

It is not, however, merely the open door, but the open book, that should welcome the newcomer. To make the *books* really accessible is the task that tests the librarian's ability. The first step, I believe, is free access to the shelves. If not to all the shelves, at the least to those on which are placed not alone the usual books of reference, but a careful selection of the best books upon all subjects. It is unwise, as well as dangerous, to lay down any rule in such a matter, yet, I think I am justified in saying that any college library that does not offer free access to as many volumes as it annually circulates sins against the principles of modern library science. Books are to be used. Students learn how to use them by using them. Every time they go to the shelves, take down a half-dozen books on the same subject, glance at their contents and select the one they think best suited for their purpose, they are performing an important operation toward the end in view. This tasting before one eats cannot be done by proxy. The hand of the attendant and the moments of time intervening between the seeker and the books serve to check or to prevent this use of a college library.

If the first step toward accessibility is physical, the second is intellectual, and of correspondingly greater importance. To be really accessible, the books must be well arranged and well cataloged. We have already discussed classification. I content myself with expressing two thoughts on the general subject. Any arrangement not provided with a scheme for numbering books so that the accessions will stand in close proximity to previously purchased books on the same subject is a delusion and a snare. To put it technically, modern library science calls for movable location. The other thought is a word of caution against a hasty decision to change the method of classification already in use in the library. An enthusiastic librarian, realizing the advantages that will follow from a better arrangement, undertakes it sometimes without counting the cost. It is a serious task to reclassify and renumber twenty or thirty thousand volumes when any considerable portion of them are either old or in foreign languages. Provided the work is done with reasonable thoroughness, it is almost sure to require twice the time and labor estimated. I am almost tempted to say that unless one is certain of maintaining his position, his health, and his enthusiasm for a period of ten years, he ought never to attempt the reclassification of the library under his charge. By this reference to ten years, I do not mean to recommend the common practice of doing the task piecemeal, here a little and there a little, and finding even at the end of a decade some odds and ends with the old numbers. Having reclassified a library of 35,000 volumes while it was growing at the rate of 1500 volumes a year, by giving up seven or eight summer vacations and working my cataloger to the verge of nervous prostration, experience enables me to testify that this is not the best method.

When it becomes a librarian's duty to reclassify—and I believe that often it is a necessary step toward vitalizing the collection—let him, after a few months of testing and preparation, employ at once sufficient assistance to allow him to carry out his plans in a reasonable time.

Another essential to the intellectual accessibility of a college library is a good catalog. Wherever there is a careful arrangement of books, free access to the shelves, and less than 20,000 volumes, its importance is somewhat lessened. But if the student cannot help him-

self to the books, you must give him at the least an author catalog; if your classification is not fairly minute, you must add subject entries; when you have more than 20,000 volumes expensive mistakes of duplication will occur and unpardonable gaps will arise in the collection without a well-made and carefully kept up card catalog. Yet, I venture to say that in the equipment of the small colleges there are few things rarer than a good catalog. The reason lies mainly in the cost. A catalog for a college library, properly made and maintained, requires the continued exercise of both brains and technical training. Many smaller institutions can pay for and get these qualities a part of the time, few all the time. Occasionally, when the library is not large, the desire for a printed catalog results in a considerable expenditure upon type and paper which is of only temporary serviceableness. Thus one generally finds in visiting smaller college libraries either a badly worn, interleaved printed catalog, or a card catalog begun on an elaborate scale, but with the entries for the difficult works reserved for a "more convenient season," and those for the current accessions presenting an irregular line of advance, the popular books being in sight, but the miscellaneous gifts being in the rear.

In nothing have we college librarians fallen so far behind the times in the spirit of library progress as in our failure to co-operate in cataloging. One of our number, Professor Otis H. Robinson, set forth its advantages and possibilities nearly 25 years ago, but, with several notable and well-known exceptions, neither in the co-operative indexing of periodicals, which has been carried on so successfully by Mr. Fletcher, nor in the co-operative cataloging of new books, which is languishing for the lack of pecuniary support, have college libraries been especially prominent. It sometimes seems as if their poverty not only prevented favorable action, but also careful consideration of the matter. For instance, a few years since I found a teacher in charge of a college library of 15,000 volumes making a subject index of articles in the *North American*, the *Forum*, and similar periodicals, for the especial use of students in preparing for debates. I suggested the purchase of Poole's Index, and the supplementary volumes. "Oh," replied he, "that would cost at least \$20, and we cannot afford it." He was paid a meagre salary,

and yet I venture to assert that he spent more than fifty dollars worth of time upon his index, which was of only temporary usefulness, for his successor neglected it.

For five years an effort has been made with the support of the Publishing Section to supply printed catalog cards of new books as they are issued. My library is one of 28 that subscribe. We find that satisfactory cards are furnished us promptly at a less cost than we could make typewritten cards equally accurate. But on examining these cards of the new books, we find a striking absence of certain titles which a college library will need. In the list of books published by Macmillan in January and February, I note 50 volumes of which I would like catalog cards. I find cards for only 13. The fault is not in the system but in the subscribers, for on further inquiry I learn that only three other college libraries buy these cards, and necessarily our needs cannot justly influence the selection of books to be cataloged. It is my strong belief that only by co-operation can the small college libraries ever become well cataloged.

Having made his library in every sense accessible, it remains for the librarian to render it attractive. The few expedients to which I shall briefly call your attention are not of equal importance, and may not commend themselves to you as especially practical. Newly published books as distinct from old ones have a hold upon many frequenters of libraries. They quickly turn aside from a book whose exterior alone has grown familiar, to seize one whose fresh cover proclaims its recent issue. These people, when in a listless mood, are apt to go away saying that there is nothing new in the library, in case your scanty accessions are at once put in their assigned places. So for them and for that smaller group who really wish to see all that is added, it is well to place the new books, temporarily, on certain shelves near the entrance.

The college library is for education rather than for entertainment. Yet its attractiveness for the student body is greatly increased by the presence of a few popular novels. "The raiders," "The refugees," "The prisoner of Zenda," do not hold such a place in English literature that they can claim entrance, but they will bring you readers who would never come to ask for "Rob Roy," "The Virginians,"

or "Pride and prejudice." Without in the least trespassing upon the functions of the private circulating library, I believe it lawful for the college librarian to call attention to his more serious wares by allowing "Mr. Dooley" and "David Harum" to be occasionally seen in the neighborhood.

There is a subtle charm to the private library of a man of wealth and culture. It lies, I think, in the fact that the books have been carefully selected without regard to price and placed in a cosy and comfortable room where they are always at home. Now, under favorable circumstances, this attractiveness can be given to one room in a college library by carrying out the idea of a small standard library of literature composed of books the best in every sense, an idea which Mr. Foster set forth so exhaustively last year in a number of the *Providence Public Library Bulletin*. Pleasure as well as profit cannot fail to come from the use of a collection which gives a unique combination of personal choice with authoritative selection.

Accessibility and attractiveness will make the library the centre of the institution. Do they necessarily render it the soul of the college? I think not. To attain our ideal we must have the library stand for knowledge and helpfulness. While in a measure both of these should characterize every department of the college, their flowering will be both natural and efficacious in the library. But they will not blossom without personal influence and example. The librarian himself must possess the scholar's love of thoroughness with the Christian's enthusiasm for humanity. If he has enough of either quality, his helpers will catch the contagion. But who of us is so conceited as to think our leaven sufficient for the whole loaf? We must have coadjutors. They are not far to seek. No college faculty is so small that it has not at least one true scholar whose love of research has not dried up his spirit of helpfulness. No college town is so small as not to include some cultured man of leisure, whose aid and advice will be cheerfully given to any college lad with whom he is brought in contact. If the frequent presence in the library of men of these two types can be secured, the necessary forces are at hand. The battle may not yet be won, but victory is assured. The library will be the centre and soul of that small college.

THE LIBRARY ASSISTANT: HIS TITLE, DUTIES, AND RELATION TO HIS CHIEF.

BY JAMES KENDALL HOSMER, *Librarian Minneapolis (Minn.) Public Library.*

TO propitiate the spirit of the moment, let the exordium of my remarks be a naval figure. On the tumultuous sea of a great city's life, the public library, with its branches, stations, and sub-stations swims like the squadron of an admiral, and the enemy which it forever combats may be described as vacant-mindedness. This vacancy of mind is a thing of protean shapes: now it is the dearth of knowledge, felt by the man of scholarly tastes; now it is the ennui of the fashionable lady, coveting a time-killer between the ball of last night and the opera of to-night; now it is the soul-hunger of the child with eyes just opening upon a world quite unknown; now it is the ignorance of the man of affairs which must be done away with if this and that business scheme is to be pushed to success. Vacant-mindedness has many shapes; but whatever shape it takes, it is always in an American community a desperately aching void, and confronts its antagonist, the public library, with an omnipresent and unsleeping energy that makes needful every resource. The squadron, besides its commander, must have its fleet-captain, chief-of-staff, chief assistant; a head also for each department; and crews larger or smaller of catalogers, desk attendants, reference-clerks, delivery-men, messengers, and janitors. If the campaign of the library is to be effectual, the places from commander down must be properly filled; every hand must know its work and be zealous in it.

Since every proper assistant hopes to stand at some time in the chief place—is, in fact, a chief librarian in the making, and is always, if he be suitably ambitious, bettering his equipment with that end in view—it is right to ask, at the outset, what the chief librarian should be. Not long since I saw him described substantially as follows: He should, first of all, possess firm health. He should have wide knowledge of men and women, and the power of meeting them with firmness and good-nature. He should have seen the world in various lands through having been to some extent a rolling-stone; provincialism should be polished off from him, his back should possess no lodgment of moss.

He should be an administrator, with lively initiative tempered by cool judgment, with a sharp eye for the qualities that tell in the men and women whose work he directs, with persistency tempered by geniality in pushing a policy, with all screws so far from being loose that to rattle him shall be out of the question. He must be a man of thorough academic education, able to read, if not to speak, the great ancient and modern tongues, and as widely read as possible in all literatures. Morally, he must be possessed of lamb-like patience, of lion-like courage, of sunny spirit, of invincible push. The ideal librarian, in fact, should possess wings that drag on the floor. Among poultry of the celestial kind, if he be fully equipped for his work, not Gabriel himself will surpass him in the splendor of his feathers—and all this fine plumage he must be prepared to prink and trim usually upon a very modest stipend.

Since every assistant is potentially a chief and aspires to be a chief, let the assistant have in his eye some such figure as this. But while chiefhood, so to speak, remains in abeyance, what, precisely, is the assistant's field? To recur to the naval figure, in large operations, beside the admiral must always be the fleet captain, chief-of-staff, first assistant; and the chief-of-staff is often scarcely less important than the commander himself. Gneisenau, indeed, in the belief of many, made Blücher; Moltke certainly made the princelings who were in the foreground in the wars of '66 and '70: just so I believe there are fleet-captains that have made admirals, and first assistants who have made librarians. To try to distinguish between the spheres of the librarian and the first assistant, perhaps we may say that the former should be occupied by grand strategy—the latter with tactics. In his warfare against the vacant-mindedness about him, the void that ever aches and keeps him forever on the alert, the chief librarian must take the broad view. In his arsenal of books what deficiencies need to be made good that his fire may be well sustained: where shall he put his branches and stations that assault may be most quickly and

effectively met? How shall he replenish the stock of information in his own mind, knowledge growing from more to more, day by day, as it does; and what time can he find to be productive himself, working to stimulate the better tastes of his community, to supply information, to add prestige to his institution by making it a centre of scholarship and worthy literary accomplishment? With all this, certainly the hands and the mind of the librarians will be well filled. It is indispensable that he should have at his side one whose function shall be to care for the thousand details of administration, the tactics; and if at the same time that one be a man or woman, broad and keen, capable of surveying the strategic plane and of giving advice in the larger field, it will simply be in accordance with the precedents of the great chiefs of staff, who at the right hand of commanders have been of momentous weight in crises.

As to assistants of lower grade, for each there is the round of duties, narrow or broad, to be fulfilled; but I should say the hope of reaching the highest place should never be lost sight of. A footing once gained in a large library, let no subordinate forget that before fidelity and capacity his path will widen toward the top. And here it is in place to speak of a certain discouragement that seems inevitable in the position of an employe in a large library. I remember once, in the great starch factory at Oswego, I saw a company of young women who had acquired astonishing dexterity in doing up packages of starch. Their fingers as they worked were scarcely visible; in a second or two of time the product was properly enclosed and labelled for the market. My guide said these girls did nothing but this; every other part of the manufacture was as unknown to them as if they were strangers in the factory. This very dexterity was a bar to any enlargement of their sphere of work. It was to the interest of the Kingsfords that they should be kept at the one thing, this deftness increasing all the time through the limitation, but with a sacrifice of all breadth of training.

Political economists have often noticed the trouble which comes in factory life from a close division of labor, each worker having his own little task at which he becomes infinitely dexterous, but knowing nothing else. Division of labor is pushed sometimes to such an extent as

to produce even physical deformity. One set of muscles becomes abnormally developed while another set withers—the fingers become quick while the legs shrink. In a large library something approaching this is quite possible. The capable assistant, aspiring to a broad efficiency, feels that it is a misfortune to him to be kept to one task; that it would be far better for his training if he could change his work, discharging in turn each one in the various round of labors. In practice, however, what inevitably comes to pass? A writes a faultless hand, and has a marked spirit of neatness and system. In utilizing his staff the library head, having in view the good of the institution, naturally assigns A to the catalog. B has poise, a ready smile, firmness, combined with a quick eye and prompt mind; B therefore goes naturally to the issue desk. C, having dealt much with books, and possessing a retentive memory, has become deeply read; C goes to the reference-room. D, self-reliant and full of executive force, will, it is likely, be charged with the direction of a branch. A, B, C, and D, once placed, may find it no easy thing to get away from their respective spheres. As years go by the natural aptitude of each becomes more and more fully developed. The little groove of the first month becomes a well defined rut. In his rut the assistant becomes skilful, but his very skill operates to his detriment. With a helper of such marked efficiency in the place, it is not economy to employ there anybody else.

Every head of a large library, I suppose, is more or less beset with petitions from those of his staff who feel that they are side-tracked in corners or lost in these ruts, who weary of the monotony of their tasks, and long to develop in other work powers almost untried. If the librarian, however, is disposed to yield to the pressure, straightway from the head cataloger, from the superintendent of circulation, or the superintendent of branches, comes remonstrance: "Smooth running of the library machine requires that A, B, C, and D shall each stay in his place. To break in new people will cause embarrassment; they themselves, though highly skilled in one way, in other ways are but tyros, and must be broken in with loss of time and patience."

I believe I do not exaggerate the matter. As in a great factory, so in a large library, the most economical utilization of the forces

of the employees seems sometimes to require a sacrifice of the individual, for whom rounded symmetry of growth is better than one-sidedness. Many an assistant in a large library has doubtless felt he has had no fair chance, and very likely may have reached the opinion that, as a training-school, a small library is really to be preferred, where work of all kinds must be done; just as I have heard a great banker say that, for a business training, a cross-roads country store was vastly better than a huge city establishment. I can think of no way for fully meeting this difficulty. The welfare of the employees in a large library must perforce be a secondary consideration, the first demand being the efficient and economical service of the public. Something may be done by a well organized system of staff meetings. If these can be regularly held—say once a week during six months of the year—the heads imparting each one the lore of the department which he superintends, the subordinates giving time out of hours to learning the tasks with which, in the daily routine, they have no concern, certainly something can be done toward a well rounded development. Important incidents of such a system of meetings are the fostering in the members of the staff of friendly acquaintance, the springing up of *esprit du corps*, the knitting of the links necessary to proper co-operation. The large library lacks an important, indeed an indispensable thing, which does not make provision for an efficient system of staff meetings.

Let the assistant aspire always to the high places of the profession, and always keep in view the great ideals. And here let me combat for a moment a conception of the librarian's character, which in my judgment is incorrect, and which, if it prevails, I believe will effect seriously the dignity of our profession. Talking not long since with the librarian of a large library in his office, an office which had few suggestions of books, and might as well have been the office of a banker or manufacturer, he told me that his work was purely administrative. Passing judgment upon books, their selection, classification, cataloging, as well as charging and discharging at the desk—all these functions were in the hands of subordinates. Nor had he time to study or write in any line, his energies being quite absorbed in executive work—the control of his large staff, the oversight of a widely extended and highly compli-

cated system of distribution, the receipt and expenditure of large funds. The librarian referred to did not think it right that his energies should be thus exclusively absorbed in administration; it was, however, in his case, inevitable.

I am old-fashioned enough to feel it will be a sad day for our profession when the qualities required in the high places are for the most part the same qualities required for the successful running of a department store. It has been asserted that librarianship had come to that—that it was quite a secondary consideration whether or not the librarian should be a bookish man. Heretofore the heroes of our profession have been a Lessing, librarian at Wolfenbüttel, greatest scholar and critic of his time, giving to the world while discharging his office the "Education of the human race," and "Nathan the Wise"; a David Hume, librarian of the Advocates' Library at Edinburgh, while busy in his place, ranking as the soundest philosopher and best historian of Scotland; a Justin Winsor, while librarian at Boston and Cambridge, rising to be the first authority in America in his great field; a William F. Poole, librarian at Boston, Cincinnati, and Chicago, at the same time in each great city leading as critic and antiquarian. Or to refer to honored men still living who, however, greatly to the loss of our calling, have laid down their professional burden, I point to Richard Garnett, Keeper of Printed Books in the British Museum, and always prolific in the directions of biography and the choicest belles lettres; and to Joseph N. Larned, librarian at Buffalo, but becoming in the widest and profoundest sense a scholar as regards the records of human achievement.

Heretofore such men as these have been our cynosures. Has the time arrived when such ideals are superseded—when the model librarian shall be chiefly a man of affairs, a man to run a department store, while erudition and literary capability are matters of small account? One would say that it was a good thing to have at the head of a large library a man who by achieving something in the realm of literature had gained among his fellows a position of some authority—who naturally would be looked up to to direct in choosing books and following out courses of reading—who placed as he would be at the intellectual centre of his city might be a spring out from whom should flow a constant, if not always, perceptible stream

of influence, working directly, and also in a thousand subtle ways, for the refinement of taste, the propagation of true learning, the bringing to pass in general of sweetness and light. One would say that capability of this sort should count as much looking toward high position as the kind of capability that provides for the introduction of automobiles and the wireless telegraph in the delivery system at the most expedient time, that the heaviest possible discount shall be knocked off the bills of the bookseller, that the staff, while lavish of skill and labor, shall be always low-salaried and yet always good-natured.

It is not necessary to feel, however, that the scholarly and the administrative faculties cannot be combined in one man. It is much to ask,

but as the world evolves, higher and higher becomes the type of man demanded. To recur again to the navy, the distinction between the officers of the line and the engineers has been abrogated; the captain must be able to run the machinery, the engineer must be capable of commanding the ship. The great librarian must have the executive, and also the bookish gifts. There have been such librarians; there will be such librarians hereafter; what is demanded will be provided. If, however, it were the case that such gifts were incompatible, and that in the need for capable administration, scholarship and literary taste should come to be held of small account, the dignity of our profession would be lowered most unfortunately.

STATISTICS AND REPORTS.

BY ELECTRA C. DOREN, *Librarian Dayton (O.) Public Library.*

THE annual report of a library is the definitive, official statement of its status and workings issued by the governing body for the information of the public and the profession and as the permanent annals of the institution. Whether it is valuable and authoritative or not must depend upon a number of things, such as the choice of statistical headings, the accuracy with which the figures under them have been gathered and tabulated, and the proper linking together and interpretation of the facts thus collected.

Library statistics represent an effort to reduce to common business terms, by means of figures, the net results of the library's operations for a given period. Properly to supplement these, to vitalize and illuminate them, as it were, requires in the mind of the librarian a clearly conceived notion of the immediate purpose which that particular report is to serve. Without a directing motive the report is dead from the start. Without a keen sense of the significance of statistics, and without, at the same time, a guarding sense of their insufficiency, a report may be turned out which, though costing much labor, will be lame and ineffective, possibly directly damaging to the library's interests.

The form and essential contents of library statistics have already been ably discussed,

and the general lines which they shall follow practically resolved and determined upon in the A. L. A. committee report of 1876 (L. J. 1:429). The text of the annual report, its purpose, and something of the process of constructing it, has also been admirably presented in Miss Garland's paper at the Cleveland conference, 1896 (L. J. 21: 656). Aside from inviting a renewed interest in these two important discussions, this paper will concern itself with the minor particulars of statistics and reports under two heads: 1, statistics; 2, text. Under the head of statistics, method in gathering and tabulating will be considered, and under text the make-up and general arrangement of the parts of the annual report, including range and propriety of subject matter. And as regards these points I shall only hope to introduce the subject and throw out a few hints by the way upon the purposes and underlying principles as they have appeared to me.

In respect to statistics, then, we have first clearly to distinguish between the things which can be measured and those which are of such nature that they may not be measured, reserving matters of time and quantity for the "figures" to tell, and for the text the more intangible things in which quality, spirit, and tendency are felt. Having respect to the things which are not seen, we are to set about taking the dimensions

of the things which are seen, in order that we may discern the relationship, if any, between them. In other words, we are to be able more truly to trace cause and effect in the ordinary operations of the library and to start our policy of administration from the ground of actual and existing fact. This is the sole, and, as it seems to me, the sufficient excuse for statistics.

The essential statistics of a library, briefly stated, are all those that enter into the final account of it as property and from which a correct estimate of use as proportioned to expenditure may be deduced. At the foundation of the statistics are the primary records of the library, such as the accession and loan records, shelf list, and account of receipts and disbursements. The form and accuracy with which each of these is kept and also the system of charging and classification in use will control the possibility of ascertaining certain facts, as well as the final accuracy of the statements themselves.

In respect to the form of statistical tables and the choice of subject headings, they should be made to facilitate rapidity of calculation and clearness of statement. Figures under any given head must be gathered directly from items and should show date of gathering. Every possible chance for confusion of items or misstatement is to be carefully guarded at each step of the proceedings. The possible combinations of any groups of facts and consequent conclusions therefrom cannot be apparent until tabulation is complete. Upon this point and the choice of headings a practical statistician in the Massachusetts Bureau of Labor Statistics says: "Your questions taken together must *tell* something. The tabulation will display the weakness or strength of your chain of reasoning."

Library statistics form the basis for comparing the institution with itself at different stages and with others of like character, and they may constitute conclusive evidence for or against any given policy of administration. As one of the gauges of public usefulness and of growth or decline of the library and as furnishing arguments in a tangible form for the existence of any given features of it, they are of an importance not to be overlooked. This is particularly true when it comes to answering the practical questions of a board of trustees whose business it is to justify and to apportion the expendi-

tures of the library and to relate it to the rest of the economic world and the sources of its support. Uniformity from year to year in statistical headings and tables, consistent, of course, with expanding conditions which may require additional headings, is extremely necessary, as otherwise a large part of their value for purposes of comparison is destroyed.

The statistical method—that is, the application of figures to the collecting and massing of data at first hand from original items—is applicable and valuable in many parts of library work. Such inquiries, for instance, as regards the life of books of a given make-up in respect to binding and paper, the loss of books due to public access to shelves, and questions of like character may best be handled in this way. It has been found of service, too, in matters of executive advice; for instance, in the report and tally of errors in a given department of work. Thus positive proof and not mere conjecture or opinion as to the usefulness of clerks and assistants may be arrived at. If the assistant has the benefit of seeing this report upon his work it may have a corrective tendency, furnishing, as it does, in fair and definite and impersonal form, the necessary rebuke for carelessness or inefficiency.

In respect to the text of the annual report, very much of its usefulness as a handy book of information depends upon the arrangement of the different classes of subject matter under specific and uniformly worded captions. The constitution and by-laws under which the library works, as well as the report of what the library is doing, must naturally govern this general form and arrangement; but succinct, formal and exactly descriptive statement are always desiderata in title and caption. In general, then, the make-up of the report should have respect to the inclusion of all the essential facts in the constitution, government and workings of the library placed in as nearly logical order as possible.

Notwithstanding the excellent advices of the past in regard to the compilation of library reports, lack of uniformity, careless editing and vagueness of statement in minor particulars have not wholly disappeared from many otherwise valuable and interesting reports. For the sake of emphasis mention of some of these deficiencies may be made. The title-page should state the name of the institution as legally in-

corporated, the name of the place and state where situated, the number and frequency of the report and the period covered by it. There should be a list of contents at the beginning, either on the back of the title-page or upon the first recto following it. Following the table of contents should appear the names of the present governing board and officers, the term for which each is elected to serve, the name of the chief executive of the library and the names of his staff, the hours and days on which the library is open.

Historic matter, such as list of former trustees, acts or amendments of legislature establishing the library and defining powers of the board of trustees, etc., may be compiled at stated intervals, say every five or ten years, and should properly find place in the library report, as well as a complete list of the library's publications.

After the names of the trustees, staff, etc., should come the introductory report or letter of transmittal, as the case may be, of the board of trustees. If the board has a treasurer, his report comes next; then the librarian's report, text first, followed by statistical tables and list of donors. There should be a running caption for each page. In case there is no treasurer the librarian makes the financial report, and as being of first importance it should precede all other tables. Where income is received from taxation it would save a multitude of inquiries if, in the latter, the rate of taxation on the dollar valuation and amount of the tax duplicate could be stated.

The text or explanatory matter of the annual report is, in its way, as important as the figures, and is much more usable and effective if it is carefully paragraphed and each set of facts is emphasized by separate caption, however brief the statement of them may be.

It would be interesting and instructive to hear from those present what they most wish to find in the library reports which they receive. For my own part, just now, I like to know about binding, building arrangements, special work in any line opened for the first time by the library, individual efforts in library extension and organization, and also of the internal administration of departments, staff, etc. Of

course prolixity is a danger to be avoided at all times and everywhere. The choice of miscellaneous subject matter for the annual report is for each librarian to decide each year. An annual report should be something more than the bald and merely definitive statement of the status of the institution and of the things done by it within the period. It should by all means impart the *spirit* of the workings, carrying in solution, as it were, the aim of the governing body; making felt the movement and trend of the library's work in the community. In the presentment of the report, this is largely a matter of English and a due regard for the ordinary laws of composition. Officially the report is formal, categorical even; yet, after all, it is no mere category, and not mere annals to be filed for the future antiquarian. If an institution is anything, it is organic and of present concern. The report should show this. There is a beginning, a middle, and an end; and these are to be arranged with idea of unity toward purposes dynamic in the library's immediate development. To sum it up, the animating principle of composition, the gist as to the construction of a report lies in the following elements: (1) Integrity of fact, that is true statistics running back into true foundation records; (2) a full array of all the facts; (3) philosophic treatment; (4) definiteness of aim.

Even if nobody ever read an annual report, the librarian would have to subject himself to the discipline of collecting statistics and interpreting them. For it is in this way that he brings himself face to face with results as they stand in masses; and with the issues thus set before him, he must extract from the situation, for good or ill, all the elements of persuasion which it contains. He must be a seer as well as a doer. At regular intervals and also at certain stages of his work he must take stock of intentions and tendencies as evidenced by explicit figures. He has to get on the outside and view the library as if it were any other business establishment, and from such a point of view forecast future policy. In this aspect of the subject, the annual report is now, and may be more than it has yet been, a professional incentive as well as a professional discipline.

THE BUSINESS SIDE OF A WOMAN'S CAREER AS A LIBRARIAN.

BY MARY EILEEN AHERN, *Editor Public Libraries, Chicago.*

IN this day and age we hear *ad infinitum* and almost *ad nauseam* much discussion of woman's work and place in the economy of nature and in the material world. Without going into any of the reasons, or combating any of the arguments for or against the present status of women in any place, we must recognize the fact that there is a vast army of women who are in the labor market to-day, involuntarily or otherwise. Of these we need only consider such as come within the scope of our own profession, or in the many relations it bears to other movements of the day.

Women in library work as professionals is distinctly an American idea. There are but very few women in library work in England, and none of them in responsible positions. One of the incidents that excited most comment at the International Conference in 1897 was the presence of so many women librarians in the American party. There is, therefore, a special duty laid upon those women who are in the work, as well as those just taking it up, to prove their fitness for coming before the public in the capacity of serving in any position in the library profession.

There is a type of an individual that has always been recognized, and everywhere honored, when it reaches the development described as womanly. The library profession, be it said in the beginning, offers a pleasant and profitable field of action for womanly women. There is no room for any other kind in this work, just as there is not in any other serious field.

No woman can hope to reach any standing or field for effective work in the library profession, any more than in any other, who does not bring to it that love which suffereth long and is kind, is not puffed up, does not behave itself unseemly, vaunteth not itself, thinketh no evil, is fervent in spirit, and diligent in business. That there are many such, the rolls of those in high places amply testify. That there are some who have not caught the meaning of their work one's daily experience and observation make clear.

There is still some discrimination against

the sex in the minds of library boards, it is true, but on the women in the world to which most library trustees belong must fall in a large measure the blame, though the women librarians are not wholly to be excused.

One of the first and most important lessons which a woman who enters the business world needs to learn is the seeming paradox to forget she is a woman, and at the same time keep ever before her that she is a woman. She should lose all sight of preliminary bounds which are perfectly proper in the relations of the social world, but which do not exist in the business world. That there would exist a more ideal condition of affairs if the business world were more polite, and recognized that certain forms and ceremonies make people happier, may be true, but that it does not write its code under these lines is beyond dispute.

In meeting the obligations which are assumed on entering this field of labor, as in all others, no consideration should be demanded in the fulfilment of the duties connected therewith, on any grounds that would not be justifiable were a man in the place. It may work extra hardship on a woman who has duties to perform outside the library, if she obeys the rule to be at her desk at 9 o'clock every morning, but that is not considered sufficient excuse for her tardy arrival. If arrangement is made by the library, which will relieve the pressure on her, a favor has been granted, not a right conceded.

On the business side of library work all ideas of sex, color, or previous conditions are properly eliminated. A woman is engaged to do certain things because as an individual she is supposed to be able to perform them, and no question of privilege other than as an individual should be looked for. The sooner the women who are in the busy working world comprehend this point and act accordingly, the sooner the problem of women's wages, positions, and promotions will be settled.

As for the second part of the paradox, every woman who, by force of circumstances, is compelled to be a part of the machinery of public affairs, owes it not only as a duty to herself,

but to every other woman so situated, to try to live up to the finest ideals of womanhood. No woman striving ever so hard to play the part of a man has ever succeeded in doing more than to give just cause for a blush to the rest of her kind.

The dignified woman never has any complaint to make of those with whom she comes in contact in a business life. She need not be so frigid in her demeanor as to be repellent, but she can be possessed of a winning sweetness which comes from a sympathetic attitude towards others, and which will only be emphasized by the quiet calm that is the outward evidence of mental equipoise. The flippant answer or banter is nowhere more out of place than in serving in a public library. It detracts from the proper feeling that a library is a source of help and light and sweetness, which it is the duty of every one engaged in the work to keep before the eyes of the public. If nature has not endowed the woman who desires to enter the library profession with this dignity of manner, this commendable characteristic, it is well to set about its cultivation at once, for it is a well-known fact that it is quite as easy to train a set of manners as a set of morals, and as the attribute of dignity can be classified under both headings, it can be easily seen what rare advantages belong to the woman who can claim it as her own.

Then there is another attribute which has no place in the equipment of a woman librarian, and that is that almost indefinable something called "feelings." It is sometimes called a form of egotism, though not generally recognized as such by its possessor, but which nevertheless is as self-centred as the conceit which springs from vanity, and while it may not be so arrogant, is hardly less provoking.

As a matter of fact, it seems to me, after a long service of years for the public, that in this work-a-day practical world the less one thinks about one's self and one's feelings the better, and the best chance of happiness lies in forgetting our own individuality altogether and living for others.

In library work, as in other work, the personality of the woman which comes nearest the ideal woman as she is found anywhere else is the important equipment upon which a large share of her success or failure depends.

In contemplating library work as a liveli-

hood, the first thing to consider is the fact that the outside of the books will require attention as well as the inside, and the fact that a girl likes to read is not necessarily *prima facie* evidence that she will make a good librarian, or certainly is not a prime requisite for a technical librarian who is somewhat hampered in her cataloging or classifying, unless a liking of that kind is constantly held in check.

The chief requisite of a librarian, I should say, and the one in which observation would lead me to say there is greatest lack among women in general, is executive ability and a knowledge of business methods. I do not mean to be understood as belittling general culture and technical knowledge; they, of course, are essential; but more librarians possess the latter than may be found exercising the former, and, as the head of an institution, the first qualifications are most necessary. The detail of arrangement may be left to another; but the librarian herself must meet that most exacting public — the public which gets something for nothing — and with tact, judgment, and skill win its approval of her plans for meeting the needs of the community. She must have skill in managing others, and setting them to do her bidding without a loss of that sympathetic relation between librarian and staff so necessary for success in managing the institution. The woman librarian, more than the man, has to be on her guard against personalities entering into her administration. I have been told over and over of the trial it was to hold themselves at the proper point where they could be the friend of those about them and at the same time maintain the place of an officer on duty. Only executive ability will carry one safely through these things, and serious thought should be given to its cultivation, for it can be acquired.

To this executive ability must be added a sense of business principles and what may be termed appreciation of the situation.

While learning the forms and processes necessary to the easy running of a library, it should be borne in mind that there is also the other side. While a librarian should know how to meet her reading public, she should also know how to meet her board. While she should know how to charge and discharge the books which the public takes, she should also be capable of auditing accounts and buying intelligently, and by that I do not mean *what* she buys so much as

how she buys. A librarian, in order to be a success, must be acquainted, and thoroughly so, with the business world, its methods and rules, its requirements and privileges. A librarian may be in close touch with her readers, she may have an elaborate system of cataloging and classification, but if her reports come up to the library board in a slipshod, confused state, bearing signs of a lack of what is termed business sense, her standing with them is imperilled, and where a librarian has lost the admiration of her board her influence in that field is at an end.

When a business house receives an order for goods, well prepared, clear as to what is wanted, definite as to price and carriage, it takes a real pleasure in filling it, and, because of its clearness, time is saved to both the buyer and the seller, which to the latter, at least, is always money.

One of the weak places in the woman librarian's equipment is a lack of generous charity for what she considers the professional failings of others in the work. If one weak place in the armor of a fellow-worker is discovered, like a knight of old, she fastens her attention on that alone, despite the fact that there may be 50 strong points beside it, and even the weakness under the direction of its possessor may not be so glaring a fault as it appears in the eyes of the faultfinder. Think only of the good points, look for them, and do not let any one else know that you see where the shortcomings lie, and after a while you will not be quite sure that you saw them yourself. There is room for good workers always, and water will find its level. Hunt for the good things in other people's libraries, and it will not be long until the often expressed opinion of men, that women in business are jealous of each other's success, will die out for want of material to support it.

If there is a particular part of library work that you find more congenial than another, work toward reaching it, and if you are properly fitted for it the chances of its coming to you are decidedly increased. But, if you undertake to do something else, the fact of its not being your choice has no bearing on the performance of it in the very best way possible, and here comes in the question of salary. Women in business are accused, and not without cause, of

slighting their work because the salary is not commensurate with the duties which they are called on to perform. Have a distinct understanding before beginning work as to what you are to receive for your work, and then do it the very best you are able. If you find that you have sufficient reason for being dissatisfied with the remuneration speak to the proper persons about it, and then abide honorably by the decision. One has no right by shirking his legitimate work to cast reproach on the whole body of workers. If you are at the head of affairs make it a point to tell definitely, and in good season, what those about you may depend upon both as to positions and salaries. It is said that women managers are too apt to consider such things as personal matters, and are weak in dealing with them. It is just as much the right of an assistant to know definitely about these things as it is for the President of the United States to know of his term and salary.

In the correspondence which brings requests for employment I have seen a disposition to do certain things which form the reasons of labor unions. I refer to the practice of cutting under the salary received by the majority for certain work. Librarians as a class are paid less than school teachers, while their work is about on the same basis. This is, in a large measure, the fault of librarians themselves. They do not work on this problem in harmony, and there is still too much "influence" back of giving places. I have my doubts about sending for a position the name of a girl who is willing to work for nearly nothing, for I cannot help thinking that her talents are not in demand in the market, or else she does not intend to carry out her contract, and her work will amount to about the same as the salary she asks.

Librarianship is a delightful and helpful field for work to those who will rise to its possibilities, but there is no room for thoughtless, indifferent posing here, as there is nowhere else. An army of noble women have done heroic work in opening the doors of the business world to their sisters; it is an obligation resting on every woman who enters these doors to add something to the credit of the army, and it is little less than criminal to detract from the reputation so hardly earned of being faithful conscientious workers.

BOOK SELECTION, BUYING, AND BINDING.

BY DR. G. E. WIRE, *Worcester County Law Library, Worcester, Mass.*

BOOK selection is a most entrancing, and may be made a most extravagant piece of work. If the library is entirely new there seems no limit to the lines of knowledge which are demanded; if there is some stock of books on hand, the rounding up and filling out with new books is even more difficult. And in both cases the money is liable to be limited. In some cases there is a sum of money to be wholly expended on books at the very first. This, if anywhere proportionate to the size of the library, gives a good start. In most cases, however, an entirely fresh start has to be made, which is, on the whole, the better way.

Remember first and foremost that Rome was not built in a day; that no library ever burst full fledged on an expectant public. The library is an artificial person, a corporation which does not get sick and never dies. What it cannot buy this year it may buy next year or year after next, or five years hence. Here is where it differs from a private individual, for, like Tennyson's brook, it "goes on forever." So do not be alarmed, excited, or discouraged because you cannot get everything at once. Many things can bear to wait. Look out for the agent who tries to impose on you by saying that you cannot again have a chance to buy at this price. He is looking for just such game. As librarians and trustees, by examining catalogs, first-hand, second-hand, and auction, you soon learn that books are perennial. There is no book printed which cannot be bought at practically your own reasonable price a year from to-day as well as to-day. It makes no sort of difference what the agent tells you to the contrary.

Second. As a general thing, buy the latest and freshest things first. The great demand will be for fiction, and the fiction habitués will want more than they deserve. If their demands were fully met it would mean all the latest novels and many copies of each. As it is, we make large concessions to this class, but they must not monopolize the book fund.

Buy current sociology, light science, useful arts, fine arts, literature, history, biography, travels. Then as you have opportunity, go back and buy second-hand and auction books

to fill gaps. One library that I know is 25 years old and 20,000 volumes strong, and only within the last few years has it begun to buy auction and second-hand books.

Third. Beware of bad advice. Look out for the local man who has a hobby and the trustee who wants to fill up the library on his particular line. In one library of 5000 volumes I found enough evolution for a library of 25,000 volumes. Why? Because one of the trustees was much interested in it. Look out for the local clergyman, lawyer, or doctor who tries to get his own technical books bought at the expense of the public. I do not believe in a small library, or any library short of 50,000 volumes, buying professional books. Of the three, I think the clergyman is liable to be most tempted and to bear the most watching. He or the "literary man" will want the "classics"—say of history, like Grote's "Greece," 12 volumes, listing at \$18, and Gibbon's "Rome," eight volumes, at \$12. Now, the small library can well afford to do without these, for a time, at least. They are both period histories, do not give the complete history of either nation, and require to be supplemented by other books, and this puts too much money into the bygone empires of Greece and Rome. But they are just the books to be recommended because they are "classics," or because the wise(?) man never heard of any others (and he never read even the first volume of these, much less later, fresher, and more reliable works), or because he may want them some time (which time never comes), or because he wants to appear wise and learned. I never knew anybody who read them, and in many libraries you will find vol. 1 more or less worn, while the leaves of the later volumes have not even been cut open.

Another thing about the older books, the classics, they frequently come in by gift. A 50-year-old edition of Gibbon or Hume is just as good, and generally better, in paper, print, and binding than the edition of to-day.

These cliques, hobbies, and fads, in or outside of the library board, deserve close watching, and require much diplomacy to get around without offending anybody.

Fourth. Beware of expensive books. Let me give you some examples from two lists of this present year, each with some authority back of it. One of them wants a village library to buy such books as these:

Cheyne and Black, *Encyclopædia Biblica*, 4 v., \$16.

Oman, *History of the art of war in the Middle Ages, from the 4th to the 14th century*, \$4.50.

Webb, *Industrial democracy*, 2 v., \$6.

Scott, *Bird studies: land birds of eastern North America*, \$5.

Brandes, *William Shakespere*, 2 v., net, \$8.

Dill, *Roman society in the last century of Roman Empire*, net, \$4.

Kemp, *Nine years at the gold coast*, \$5.

Pickering, *Pioneering in Formosa*, \$6.

Corbet, *Drake and the Tudor Navy*, 2 v., \$10.

Brown, *First republic in America*, \$7.50.

Bismarck, *the man and the statesman*, 2 v., \$7.50.

Muntz, *Leonardo Da Vinci*, 2 v., net, \$15.

The other list recommends the *Polychrome Bible*, at an average price of \$2 per part;

Armstrong, *Gainsborough and his place in English art*, \$25.

Day, *Windows: stained and painted glass*, \$10.50.

Frazer, *Literary history of India*, \$4.

Vondel, *Lucifer*, \$5.

Busch, *Bismarck*, 2 v., \$10.

Ward, *Life and times of Cardinal Newman*, 2 v., \$10.

Landor, *In the forbidden land*, 2 v., \$9.

Vivian, *Servia*, \$4.

These are all far too expensive for any library of less than 15,000 volumes, or an income less than \$6000 a year. They lock up too much of your money in one or two volumes which will be but little used, and are not, properly speaking, reference books. All this time there are dozens of books on much more wanted subjects to be had at \$1, \$1.50, and \$2 a volume. Again, some will be put out in cheaper editions, like Nansen's book.

Fifth. Beware of ill-fitting books. Many of the above-mentioned books are not only expensive, but ill-fitting the small American library. They are foreign books on abstruse subjects, or else appeal only to a limited class. Take Oman's "*Art of war in the Middle Ages*" (\$4.50), for example. How much good is such a book going to do in a small library? Its only

place is in a *large* library. If it were a work covering briefly the art of war since the downfall of the Roman Empire, or even in modern times, there might be more reason for its purchase. But it is short at both ends, and there is nothing to go before or to follow after. But the worst and most ill-fitting book I know of is the "*Encyclopædia Britannica*." The original edition costs some \$270, and all cheap editions are poorly printed and plates unreliable. It is the most disappointing reference book I ever tried to use, and I generally leave it severely alone. It has monographs on about one subject in a hundred, and the other 99 are conspicuous by their absence. The subject-matter is almost entirely English, but by dint of agents they managed to sell many copies here.

Another ill-fitting book, just out, is the "*Encyclopædia of sport*" (Putnam, 2 v., \$20), which is already selling for 25 per cent. less in England, and will undoubtedly go much lower. It is written entirely from the English point of view, and has been severely criticised in our sporting journals. The methods of hunting, distribution of game and fish, and social conditions being so different, render the book almost worthless here. Cases have been known of Walton and Cotton's "*Angler*" being recommended as of use in fishing. Any 25-cent manual of Dick & Fitzgerald would be much better.

In the selection of books the "*Ladies' Home Journal* list," the Wisconsin, New Hampshire, and Vermont library commission lists, and the Wisconsin and New Jersey department of education lists are better than the A. L. A. list or its supplements. These lists I recommend have been made by persons entirely familiar with the work of small libraries and knowing their needs, and not by so-called "experts" who never saw a small library and have no knowledge of its small bank account.

Buying.

If you have a good local man patronize him, but generally you had better take the largest reliable book house accessible to you.

Make your orders as full and explicit as you can, giving author, reasonably full title, edition, size, date, publisher, and price if possible. In case of many works of fiction and some standard non-copyright books leave some latitude for the agent. Do not expect too large discounts. The day of 40 % has gone by, and

we are coming nearer and nearer to net prices; 25 % is the most you can expect and get good service and reliable dealing.

Remember that the bookman is not an object of charity, nor yet is he a thief, and give him a chance to live. Many of these books are sold on a narrow margin of profit. Sometimes he will be obliged to raise his price on a few books, but you will generally find he lowers it on others, so the average is the same. Don't buy cheap fiction, printed from old plates on wood-pulp paper and cheaply bound. The better editions of fiction and juvenile are none too good to stand the rough usage and rebinding consequent on such usage. Above all, do not buy a lot of second-hand fiction to put into the hands of the people. It is too much to expect them to respect a book when it is dirty to start with.

After the library is well started and has 10,000, 15,000, or 20,000 volumes you may safely buy at auction and second-hand to fill gaps, but it is not advisable to do so before that.

Binding.

As a general rule buy all you can in cloth, even sets of encyclopædias, and all but such

bulky works as Webster's International and the Standard dictionary. Beware of the agent who wants to sell you sheep for calf, cowskin for morocco, and so on. In buying cloth you get one wear out of your book, anyway, before re-binding, and frequently that is all you want. This, of course, does not apply to second-hand or auction books. Your main question about binding will be in periodicals and fiction. The linen book cloths are being used for both of these classes, and do very well. Of course, our aim is to put all periodicals into half morocco, but in many libraries this is an unthought of luxury. A good roan will do for years. Morocco is cheapest, because it lasts so much longer that one binding does for two or three roan bindings.

Fiction does well in half leather, roan, buck or skiver or full cloth. We are coming to do novels and juveniles in cloth, and much prefer to do so if we can get a binder to use it.

Require your books to be sewed all along on linen thread and laced in on three or four bands, according to height of book, except in fiction, which is generally pasted in.

HINTS ON CLASSIFICATION.

BY LAURA E. W. BENEDICT, *Librarian of Lewis Institute, Chicago.*

A TALK on classification resolves itself, in part, into a plea for a more extended education. Ability in classification depends primarily upon an intimate and orderly knowledge of many subjects. Here there is no possible subterfuge for covering up ignorance. In subject cataloging, which perhaps comes nearest to classification in the breadth of knowledge required, if in doubt as to where a work belongs you may catalog it under any number of headings; ingenious cross-references will point out the most winding path. If you get confused in reference work you may clear your wits by an agile use of indexes, dictionaries, and bibliographies. But in the matter of classification the book fits into one place only and that place must be the unique spot in human knowledge to which the author destined it. We can't conceal a superficial education here. If we classify Cook's "First book in old English," or Sievers' "Old English grammar" in 427, along-

side of Morris and Skeat's "Specimens of early English," we make merchandise of our hazy impressions regarding the periods of the formation of our mother tongue. We tacitly confess our ignorance of the fact that, according to the universal practice of the English departments in German and American universities, old English is a synonym for Anglo-Saxon, and so the before-mentioned books are pushed into a middle English settlement, instead of being comfortably housed in 429. Instances in point might be indefinitely multiplied.

As the prime essential for classifying, therefore, let us take all the courses of study that we can get in language, literature, history, and science. It is not so much the juggling with figures that makes classification hard; it is rather our own inability to grasp the final intention of the author. Nothing but years of good solid study will give us an unerring sense of where a book belongs. It seems unfort-

unate that, in order to get anywhere or be anything in the library world, the younger librarians feel that they must be in continual activity; writing papers, rushing to clubs, getting their names into the library journals, expounding some pet scheme in detail, slaving on committees and indexes, giving out more than they have ever taken in. This feverish unrest, this "bottled-lightning" condition is not expected of beginners in any other of those learned professions among which we venture to rank our own. The lawyers, physicians, teachers, who touch the high-water mark are those who have taken time for a gradual, healthy growth of their mental faculties. Would it not be better to keep our evenings for study and be a little less public spirited? Perhaps more rest and more brain nourishment would give us in classification that "vital sense of security" which Professor William James tells us about.

The next requisite for this work is a sprinkling of that same sort of good sense which is required in any other business. We may classify with liberal hand, putting the books in the departments for which they were ordered, or where indicated by the special use of our own particular library. In a college the classifier should have access to the original requisition lists of the faculty, in order to consider in the light of his own knowledge the intention of the professor. Stopford Brooke's "Theology in the English poets" would fit snugly into 210 in the theological library, but if ordered for the study of English literature it adjusts itself in 821. Spanton's "Science and art of drawing" is almost equally at home in 515 and 744; its dwelling-place will be decided by the needs of the respective departments.

In the matter of complete sets, while the tendency seems now toward scattering into classes, yet often one seems to be tied by such a mechanical device as the form of publication. If there is a continuous volume number and general index there is nothing for it but to keep the set together and classify in the place where it will be most useful. In the Fordham edition of the "Complete works of Edgar Allan Poe" we must, forsooth, keep poetry with prose, because of the general index. Could we break up the set we should distribute it among the sections 811, 813, and 814. We, however, consign the set to 813, not only because Poe's fiction predominates

in quantity, but still more because, in the opinion of most critics, it forms the most valuable part of his literary work. Take, again, a work of the nature of John Addington Symonds "Renaissance in Italy." We may separate the volumes if we please: we are blocked by no consecutive numbering; the "Age of the despots" may go into 945, the "Fine arts" into 700, the remaining volumes into 850. Yet, considering the unity of the author's plan, the dearth of comprehensive works in English on that period, and the help that it is for students of the Renaissance to find material of this sort together, we may well determine to keep the set intact in 850.

We use a generally accepted system so as to get the best results from co-operative work with the least labor to ourselves, but our own needs should modify such system as occasion demands. Practical suggestions on this subject were offered by Mr. Tandy in the April number of *Public Libraries*.

It is convenient, especially in a library where the shelves are open, to arrange all single bibliographies in one continuous alphabet by subject. A student may then easily lay his hand upon what he wants, without having to find out, before knowing a man's shelf location, in which of several fields he was the most distinguished. Specific bibliographies, on the other hand, are most accessible when placed with their subjects. Some simple numerical scheme will serve to bring together all the books about an author directly following his own works; for example, after the book number, or after the author's initial if his place is marked by the Dewey class number, we may assign as follows: .1 Selections, .2 Bibliography, .3 Concordances and dictionaries, .4 Commentary and criticism, .5 Textual comment, .6 Versification, .7 Atlases. If there are various works of criticism on one poet, the initial of the commentator annexed will serve for arrangement in alphabetical order.

Except where it is desired to emphasize the philological department, the section "prosody" may well be disregarded. Only the closest hair-splitting can separate books on the structure of verse from those on the study of poetry. Works like Gummere's "Handbook of poetics," or Lanier's "Science of English verse," or Brewer's "Orthometry," or Guest's "History of English rhythms," or Corson's "Primer of

English verse," are essentially more valuable to the student of literature than to the student of philology, and hence should find their place in 808.1. The subject of prosody, which filled the closing pages of our antiquated grammars and rhetorics is omitted altogether from the best modern text-books on these subjects.

The section 808 has an almost unlimited capacity, but it need not, for that reason, be made a dumping-ground. In a library which has a growing English department, 808 should be carefully sub-divided. As the study of rhetoric by means of constant theme-writing is made more and more the basis of English education in our best colleges, there is prospect for an ever-increasing flow of publications on specific divisions of rhetoric. A monograph on style or on narrative, if marked simply 808, is swamped in two or three shelves full of works on English composition. The sub-divisions of rhetoric itself offer a natural and easy method of classification. A zero should be inserted after the decimal point to distinguish this arrangement from the Dewey sub-division for what we may term the forms of literature. Suppose we use 808.01 for qualities of style, as Lewes's "Principles of success," Walter Raleigh's "Style," Spencer's "Philosophy of style," Palmer's "Self-cultivation in English." We may leave 808.02 for elements of style, that is the paragraph and the sentence; here would come "Baldwin's "Expository paragraph and sentence," Lewis's "History of the English paragraph," Scott and Denney's "Paragraph-writing." 808.03-808.06 will serve for works treating of the study of the different forms of composition: description, narration, exposition and argument. Baldwin's "Specimens of prose description" will go into 808.03; Brewster's "Specimens of narration" into 808.04; Lamont's "Specimens of exposition," 808.05; Baker's "Principles of argumentation," 808.06. This last-named sub-section is for argument regarded as a branch of composition. Of course works on public speaking and debate considered from the side of oratory keep their place in 808.5.

In these days, when librarianship throws down the glove for the right to be admitted

among the learned professions; when young women holding certificates from a high school, and with a technical library education are encouraged to rank themselves with head professors in the university; when two years in a training class makes a girl the intellectual equal of men who have spent 20 or 30 years in wearing study; when, in plans for co-operation with schools there is a faint touch of superiority on the librarian's part, and the willingness to hear a deprecatory tone from the teacher; when this marvellous growth of the library movement places all other professions in an apologetic attitude; when it is generally recognized that nothing but lack of ability keeps all mankind from studying to be librarians, we would do well to make good our claims.

At all events, if we cannot be learned enough to vindicate our position, let us be a trifle more humble, and drop the notion that we "never make a mistake." If, trusting to the title-page alone, we inadvertently put Frost's "Solid geometry" or Aldis's "Elementary treatise on solid geometry" in 513.3, we may be pardoned for not knowing that 516 includes solid analytics as well as plane. (The blank 516.6 might be utilized for solid analytical geometry.) But if a mathematician finds it there, and is so good as to tell us our error, surely we may be mobile enough to acknowledge graciously that our researches in mathematics have been limited. Few classifiers have time to give minute study to many subjects. Even in matters where no actual danger of mistake is involved, conversations with scholars who are not librarians will help one to classify or reclassify with more scientific accuracy.

At the same time, we need to cultivate an imperturbable spirit. Although willing to learn from anybody, the classifier cannot hope to please everybody. There will always be a percentage of people—scholarly people, too—who think it a personal grievance that all the works by one author cannot be found together. Every specialist looks at the nature and aim of a book from his own standpoint. The ideal classifier, therefore, is both sturdy and pliable, the one quality detracting not a whit from the other.

CATALOGING, ACCESSIONING AND SHELF LISTING FOR SMALL LIBRARIES.

BY JENNIE D. FELLOWS, *Assistant New York State Library, Albany.*

A CATALOG on cards is universally recognized as the only kind which can be kept up to date and therefore as indispensable. In a small library where printing is out of the question the most legible results are obtained by the use of the disjoined or printing hand. The important items on a card are the call number, the author's name, the title, the imprint information (as illustrations, place, date etc.) and for a dictionary catalog the subject headings.

Perhaps the call number may not be considered a part of the cataloging but its importance on the card will justify here the statement that it should be very conspicuous. Place it where it cannot be overlooked and make it stand out by the use of colored ink. Practice differs greatly on the forms of authors' names but in a small library economy demands the simplest forms sufficient for easy identification and the convenience of the users calls for those most commonly known.

There is universal agreement that the title should be as short as possible without omitting matter of value, but the cataloger is prone to forget that what is of value on one card may not be on another. The searcher under the author's name generally wishes a particular book and the title there should include what is likely to be remembered, by which he may identify it. On the subject side one more often desires a certain kind of information and such parts of the title should therefore be retained as will show the treatment of the subject and the scope of the work. If a book treats of two or more subjects, calling for as many cards, omit on the card for each subject, as far as grammatical wording will allow, all matter pertaining only to the others.

In the imprint the most important items are the edition, number of volumes if more than one, illustrations and maps, size, place and date. Other matters, such as paging and publisher, may be included, but few small libraries will find it advisable. Most of these details are of less value in fiction than in other classes and in this some libraries might think it wise to give only the number of volumes and the date.

If you have a dictionary catalog the choice of subject headings will try your souls, but the principal points to be observed are exact designation of the subject and absolutely consistent use of the same heading for the same subject, with references from synonymous terms and related subjects.

The term accessioning in its broad sense covers the various details connected with adding a book to the library, but it is commonly used with the more limited meaning of entering in the accession book. The accession book is a record of volumes in the order of their receipt and should give a concise but accurate description with source and cost and, under the heading Remarks, a brief history, including statements of such matters as re-binding and the final disposition of a book if removed from the library. A form which has given great satisfaction in small libraries is the "Condensed accession book" furnished by the Library Bureau.

This book, providing for one, two, or five thousand entries, costs \$1, \$3, or \$5. The printed headings of the columns calling for author, title, place, publisher etc. keep before one the various facts to be recorded. The entry runs across two pages, of which the left-hand page bears the accession numbers in sets of one hundred, twenty-five on a page, preventing error through duplication or omission, but if for any reason you prepare a book for yourself instead of using this you will still find the division by twenty-fives an advantage, both in the almost absolute certainty of detecting at the end of a page any mistake in numbering and in the readiness with which a number may be found. Here let me say that you should insist on having everything in the way of blank-books, sheets and cards which you obtain from a local dealer cut exactly the same size as those generally in use, in order that when in future you decide to purchase the regular supplies there may be a convenient uniformity in this respect.

In the work of accessioning it is generally conceded that a line should be given to each

volume instead of making a single entry for a set. The former method is unquestionably far more satisfactory since it allows the recording of facts applicable to one volume but not to all, while the use of ditto marks in the case of details which are identical reduces to almost nothing the labor of repetition.

In some libraries it seems to be considered of no importance in what order the books are accessioned. Do not fall into this mistake. The necessity of entering the prices is enough to show that the order of the bill should be followed. When but few books are purchased at a time individual entries can easily be looked up and the cost supplied, but when the library becomes large and the additions increase much time will be wasted if this method is pursued and it is better to establish at once the rule which you will wish to follow in future.

The shelf list is a list of books in the order of their arrangement in the library and its chief uses are as a means of taking inventory, to prevent the repetition of a book number in any class, and as a brief classed catalog. The items generally recorded are class and book number, accession number, author and a brief title. Both theory and practice vary widely as to the form of the list. Many prefer to use cards of the size for cataloging, giving a card to each work. With this system new entries can be inserted at once in their proper order but the greatest care must be taken to prevent loss or misplacement. The strongest argument in its favor is that the list never needs to be rewritten. Other librarians prefer sheets 10 x 25 centimetres (about 4 x 10 inches), giving a sheet to a class, or in large classes like fiction a sheet to one letter or to one author in a class. With this method entries are made in order of shelf arrangement for the books in the library when the list is written and additions in any class are placed on its sheet in the order of their arrival. When these latter entries become numerous it is necessary to rewrite the sheets but this would occur at such long intervals that I am sure that the time so spent would be more than offset by that saved in consulting sheets rather than cards.

At one time I was an ardent admirer of the card system but having used it I should, at least for a small library, greatly prefer sheets, possibly making an exception for fiction and blog-

raphy if the additions in these classes were large but certainly not if they were less than 200 a year.

As the most complicated of these three subjects and the one which alone requires such treatment as will make the work readily used by the public, cataloging has received the most attention in the literature of library economy. The fullest and best known work upon it is Cutter's "Rules for a dictionary catalogue," which may be obtained free from the United States Bureau of Education at Washington. Modestly calling itself an appendix to these rules, a wonderfully satisfactory guide to the choice of subject headings is the "A. L. A. list of subject headings," of which a revised edition appeared in 1898, for sale by the Library Bureau at \$2. One charge in connection with its use! Read the preface. There you will find statements on the principles to be observed in selecting headings and also a list of classes of headings not included, most of which, however, your common-sense should be able to supply if only you realize at once that in these cases you must depend upon your common-sense and not upon the book. Two small and accordingly convenient catalogs, specimens of excellent work which has been and therefore may be done, are those of the Osterhout Free Library, Wilkes-Barré, Pa., costing \$2, and of the "A. L. A. library of 5000 volumes," furnished free by the United States Bureau of Education.

In the "Papers prepared for the World's Library Congress," also to be obtained free from the Bureau of Education, are a summary of settled and of disputed points in cataloging with a comparison of methods and also a very full presentation of the work of the accession department.

An inexhaustible mine of information is the *Library Journal*, published in New York at \$5 a year. A consolidated index to the first 22 volumes has recently been issued. Many exceedingly useful articles are also given in *Public Libraries*, published by the Library Bureau at its Chicago office at \$1 a year. The knowledge of different methods is of infinite value if sufficient judgment is used to select what is best adapted to the individual needs, but the articles in these periodicals are too scattered and present the subjects from too many points of view to serve as a convenient general guide and it is a great advantage to have a single code care-

fully compiled in the light of experience and with due consideration of suggestions from many sources. The best such work is the "Simplified Library school rules," first issued as number 16 of *Library Notes*, a useful technical periodical published by the Library Bureau in Boston, subscription price \$1 a volume. The "Simplified rules" were used last year in some of the summer schools. After careful revision and with the addition of instructions in library handwriting they are now published as a separate work which may be obtained from the Library Bureau for \$1.25. This code covers very clearly in detail the technical treatment of the subjects which we are considering and was prepared with especial view to the needs of the small library.

In any general code which you might adopt you would doubtless feel that local conditions required some modifications but in making them it is well to be cautious and not to act merely from personal preference. Consider well in each case whether any benefit will really result

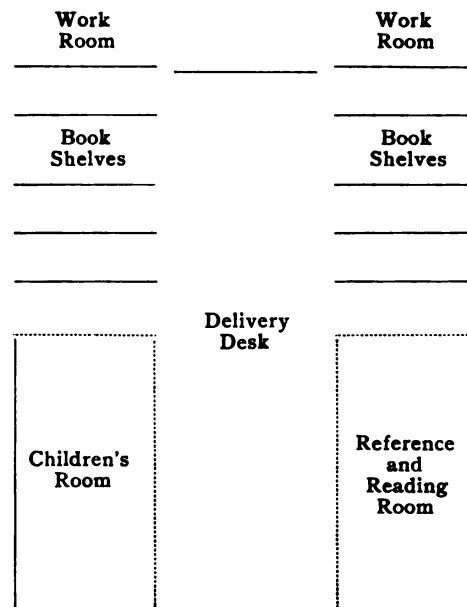
from the desired change and, if possible, consult some one who has already tried it. If you deliberately decide to make it, put it down on paper, that when you leave your present field of labor your successor may not introduce inconsistencies through not knowing what methods you have followed. Two interesting and suggestive little manuals are the "Public library handbook" of the Denver Public Library, published by Carson-Harper Co. Denver, (paper, 35 cents; cloth, 65 cents; morocco, \$1) and Miss Plummer's "Hints to small libraries," of which an enlarged edition appeared in 1898, published by Truslove, Hanson & Combs, New York, at 50 cents, with 40 cents as a special rate to libraries. There is one work to which I wish to call your attention, although it is not yet issued. This is the "Library primer," of which some features appeared in the early numbers of *Public Libraries*. It is now listed as about to be published by the Library Bureau, and is a work to which careful attention should be given as soon as opportunity offers.

ORGANIZATION.

BY DR. G. E. WIRE, *Worcester County Law Library, Worcester, Mass.*

WE now suppose our books have been bought, they are being classified, cataloged and made ready for use by being properly tagged and pocketed, and are being deposited on shelves in their proper order. While this is going on we are also getting ready to open; and this getting ready, this welding a mass of detail together to make an effective machine, is called organization.

Building or rooms.—Fortunate is the librarian who is consulted about these important details. Generally they are all arranged for her, and she has the task of adapting herself to them. The rooms or building should be in a busy part of the place, not of necessity on the business street. They should have plenty of natural and artificial light, and be capable of being warm in winter, cool in summer, and well ventilated at all times. Of course we shall have to do without all the refinements of library work, and we may be confined to one room. The best arrangement for a one-room library is roughly as follows:



Printing.—This, except in case of pockets and charging cards which require to be exact to the millimeter, can be done at home. You will need to educate most printers as to exact measurements of borrowers' cards, etc., to get them exact, and also have to exercise great severity to secure uniformity in stock, color, and type, but it *can* be secured. Be sure you have all the necessary blanks and forms in what seems

Periodicals and papers. — These should be ordered in advance and be in regular receipt before the library is open, so as to be of help to you in many ways. Always order by the year or volume, through some responsible agency. If your local man can supply them, well and good, but I generally find he cannot for any length of time. You will have to be careful about the year or volume, as most of our periodical men and publishers are peculiarly reckless and will begin your subscription when they receive it, with no regard to volume or year. If you are going to open in March or April, which may mean June or July, begin your subscription in January. You may not think much about it at first, but later you will recognize the value of a complete volume of a periodical. If you plan to begin in early fall begin in July. Most of our periodicals begin their volumes in January or July; a few, the most notable of which are *Harper, Century*, and *Bookman*, disregard this rule. I had an experience in this line, and it took considerable work to get a list of some 70 United States medical journals properly lined up to the beginning of the year. Keep a simple register like the following, but keep it accurately, and of course register each piece and stamp it before it is used or looked at by any one:

<i>Harper's Monthly.</i>		<i>Harper's Weekly.</i>							
Jan.	$\frac{1}{1-1}$	Vol. 70	Jan.	$\frac{1}{1-1}$	$\frac{2}{1-8}$	$\frac{3}{1-15}$	$\frac{4}{1-22}$	$\frac{5}{1-30}$	Vol. 50
Feb.	$\frac{2}{1-25}$		Feb.	$\frac{6}{2-2}$		$\frac{8}{2-15}$			
Mar.	$\frac{3}{2-26}$		Mar.						
Ap.	$\frac{4}{4-18}$		Ap.						
May	$\frac{5}{4-26}$		May						
June	$\frac{6}{5-3}$		June						
July	$\frac{7}{6-29}$		July						
Aug.	$\frac{8}{7-25}$		Aug.						
Sep.	$\frac{8}{8-26}$		Sep.						
Oct.	$\frac{9}{9-27}$		Oct.						
Nov.	$\frac{10}{10-29}$		Nov.						
Dec.	$\frac{11}{11-25}$		Dec.						

This just shows when each number is received, and if a number is skipped the vacant space is a reminder until the omission is supplied. Use simple binders, those which hurt the periodical least, for the temporary binding. Tie up in volumes, with a label showing volume and year.

Charging systems.—Put in a simple charging system. The Library Bureau two-card or double-charging system will carry you until your circulation runs up to 100,000 a year. Beyond that you had better use the Newark system. Remember that by adopting standard sizes in pockets and cards at the very first you can afterward change without stopping your circulation or altering your pockets and trays. See that the system is all right, that you can work it smoothly, and that your attendants all understand it. See to it that you have the pencils and dating stamps ready, also plenty of cards and slips, and that your charging trays, counters, and all are correct before the opening day comes. It will be a pity to spoil your certain success by the failure of any of these small things.

Now, to pass from some of the material things to the immaterial.

Directors or trustees.—Happy are you if you have a small board of directors who will leave you alone in your work, only coming in occasionally to see how you are getting on. Early learn to rely on yourself and do not bother them over details you should know yourself. Of course you are to use all due tact and discretion, and do not go to the bookman for shelves, or *vice versa*.

The press and reporters.—Always stand in with the press. Always give out the same news to all papers, if possible, and be impartial as far as possible. The press is a most mighty influence, and the smaller the place the more we appreciate this fact. No matter how busy you are, always find time for a word with the reporter, even if you have no news. It costs you nothing and may save you a good deal some time.

Time of opening.—Be careful about committing yourself as to time of opening unless it is foreordained; for by reason of various delays it is often put off from time to time. The public are often delayed and discouraged by false alarms. It is better of course to get all the work done beforehand, but frequently it is wiser

to open on Fiction, Biography and Travel, than to delay too long. This can be done and has been done. Local circumstances must govern you about many of these things.

Access to shelves.—The question of open access has been so thoroughly touched upon by others that I will only mention it. I am in favor of it in some form or other, carefully adapted to local conditions and needs.

Rules.—They should be few, and as simple as possible. Have them clear and concise. Be sure you have both a state and a local law protecting the library from loss by mutilation and theft. I am particular about long forms on application or registration blanks. In small places there is no need of such ironclad obligations as are used in large cities.

Training assistants.—In preparing books for circulation you will have good opportunities for testing the temporary help which has to be hired at such time and for making your selection of permanent assistant or assistants. Happy are you if you can do so unhampered by any undue influence. Remember you must have on the whole more in your one assistant than you would have in a large library. The chief requisites are: tact, graciousness, readiness to work, neatness, accuracy, rapidity and punctuality. Of course no one under a high-school graduate is eligible to even temporary work. The mere bookishness of certain people is of no good. They are prone to be reading themselves when they should be helping others. You will have to keep the ordering, cataloging and classification largely in your own hands, but you should train your assistant to shelf-list, mark the books, enter periodicals and stamp them, attend to binders and files, wait on desk, to charging and discharging and some reference work. The technical knowledge can be further increased as time goes on and some training should be given in classification, cataloging and reference work. If you have more than one assistant, the instruction and work should be divided so as to fit the individuality. Always remember this, and do not expect to make a good cataloger of a bright, inaccurate, restless individual, fond of meeting people and not given to studious, hard work. Such a person can be trained for a desk-attendant, but is no good for a cataloger. I have known studious, quiet people, conscientious to a fault, but not liking a crowd and liable to be confused in

a rush, who made excellent catalogers. Above all and beyond all remember that the sole aim of all this expense of labor, time, of this expense of money, of the care and minute attention to details is to get the reader and the book together. Whatever ministers to this is all right, whatever hinders it is all wrong. The library is for the people, by the people and of the people. Be not above them. You cannot

lead them when on a pedestal, but you should get down and lift them up. It is from the common people that all our readers have sprung; and it is the common people, who to-day fill our shops and factories, till our farms and gardens, throng our streets, make our wealth, and fight our battles, that we want to help. So remember and adapt yourself, your library and your assistants all to this one end.

CHANGING FROM A SUBSCRIPTION LIBRARY TO A FREE PUBLIC LIBRARY.

BY MARY B. LINDSAY, *Librarian Evanston Public Library, Evanston, Ill.*

THE day of the subscription or proprietary library is well nigh past, except as a means to a greater end, that of establishing its successor, the free public library.

To quote Mr. C. A. Cutter (L. J., 1893): "In this country the proprietary library was the parent of the public library and, as is said to be the custom among some savage tribes, the son when grown up has devoured his father."

The faithful work which was done in the years past by the supporters of the subscription library has not been lost but lives in the great public libraries of to-day, which stand as worthy monuments to their predecessors.

In many parts of our country subscription libraries still exist, but they are rapidly yielding to the broader educational spirit, which seeks to place the library equally with the public school within the reach of the masses.

In most places where this spirit is properly manifested, the subscription library is glad to turn over its property to form the nucleus of a free public library. It is encouraging to note how few are the cases where these libraries hold out against such change, but where such opposition does exist, it is usually overcome sooner or later by public sentiment, for the unendowed subscription library is easily forced to the wall by a library which offers free to all a supply of good books and reasonable access to its shelves.

In providing free reading to the public the best success has not been attained by the various methods employed by private enterprise, such as endowment or temporary endowment by support pledged for certain period of years. The various methods of state aid, either direct-

ly or by legislation authorizing cities and towns to tax themselves for support of free libraries, are conceded to be the best. In most of the states such laws exist, many authorizing a direct tax to be used exclusively for establishing and maintaining public libraries, and some subsidizing the public schools, giving them the requisite assistance in establishing and carrying on free libraries.

One of the best recent examples of the development of a large public library from a small beginning as a subscription library is the St. Louis Public Library.

This was chartered in 1865 as the St. Louis Public School Library; supported by subscriptions and life memberships, it opened with 1500 volumes. In 1869 the St. Louis Board of Public Schools assumed the support of the library, working in connection with the life members, supplementing its receipts with annual appropriations. In 1882 agitation was begun towards a free library by Mr. James Richardson, president of the board, who in his annual report urged the necessity of a great free public library to complete the system of public education. This agitation led to an attempt to secure the passage of a law to provide for a public library by way of increasing the school tax. This attempt was unsuccessful. From this time on each year the question was kept alive by appeals and arguments for a free library from the librarian and the successive presidents of the board in their annual reports, these appeals eliciting favorable comment from the public press.

In 1884 the librarian, Mr. Crunden, drafted a bill authorizing cities, towns, villages, etc., throughout the state to tax themselves for the

establishment and maintenance of free libraries. The passage of this bill was secured by Hon. J. M. Loring, and became the Missouri library law in April, 1885. In 1892, through action of the board of managers of the library, a legal opinion was obtained, deciding that the statute was readily available and that no legal difficulty stood in the way of transferring the library to a board of trustees to be appointed under the statute.

In January, 1893, an active campaign was begun for securing a popular vote in favor of the library. The result of the election was highly gratifying — 36,000 votes were cast in favor of a "one-fifth mill tax for a free library" to 6000 votes against it. The actual transfer of the existing library to the city and into the trust of the new board of directors involved some difficult legal problems, on account of certain bequests made to the former management upon certain conditions, and on account of the peculiar relations of the former management to the life members. These legal difficulties were, however, surmounted, the consent of a majority of the life members was obtained, and the library was finally deeded to the city March 1, 1894.

The next case to be cited is that of the Peoria (Ill.) Public Library, which is an excellent instance of what may be accomplished by a small band of citizens loyal to the best educational interests of their city.

The Peoria Mercantile Library Association was incorporated in 1865, formed by the union of two rival mercantile libraries, with a nucleus of some 1500 books. A subscription of \$13,000 was raised, of which \$10,000 was used in the purchase of a valuable property in the business centre of the city. The library was maintained by a small subscription fee of \$2, which was afterwards raised to \$4 per year, this small income being eked out by lectures and entertainments.

Members of the Mercantile Library Association, realizing the inadequacy of a subscription library to provide for the literary wants of the people, were instrumental in securing the passage of the Illinois library law. This law, which is a most liberal one, and has served for a model in many states, was originally framed by Mr. E. S. Willcox, of the Peoria Mercantile Library Association, now librarian of Peoria Public Library, and was passed with one or

two amendments in 1872. Under this law in 1880 the Peoria Public Library was organized by action of the city council, and a board of directors was appointed by the mayor.

In 1882 the Mercantile Library Association turned over its entire collection of 12,000 books to the public library, and both libraries were consolidated in the building owned by the Mercantile Library Association.

In 1894 the overcrowded condition of the library led to an agitation for a new building.

The Mercantile Library Association, which was still in existence, now found itself in possession of a property which had increased by careful management from \$10,000 to \$75,000, and the public library owned 50,000 books. A proposition was made by the Mercantile Library Association to the city council that if the city would purchase a lot, the Mercantile Association would sell its property and devote the proceeds to the erection of a new public library building. This proposition was accepted and a new building was erected under the direction of a committee chosen from both boards. This building was turned over to the city, the Mercantile Library Association closing its career with the surrender of this trust.

This library building, with a capacity for 200,000 books, and well equipped for aggressive library work, stands as a noble monument to the 140 contributors to the original fund which, so well invested, made such a building possible.

As there are, however, a greater number of smaller subscription libraries, for which the prospect of becoming free libraries seems favorable, it will perhaps be more to the point to describe the change which has taken place in such small libraries.

The La Porte (Ind.) Public Library dates its origin from the library agitation spreading from New Harmony (Ind.), where William McClure, the first president of the Philadelphia Academy of Science, had become associated with Robert Owen in his socialist experiment. Mr. McClure provided in his will for the establishment of workingmen's institutes, one of the provisions of which was the collection of a library of 100 volumes, and one of these libraries formed the nucleus of the La Porte Library and Natural History Association in 1863. This association had a somewhat checkered career of some 33 years, involving numerous complications in property. They had accumulated some 5000

volumes and had a small building sufficient for their needs on an ample lot near the centre of the city. They also had an additional property yielding a small income. Their income, however, from all sources was hardly large enough to keep a librarian at a small salary.

After an agitation led by the librarian with co-operation of the Woman's Club, which had felt the lack of reference books, the association voted, in January, 1896, to turn the library over to the city for a free public library, to be supported by a special tax of one-third mill, there being in the state an act providing for a tax of one-third mill for the support of a free library under control of the school board.

The income-bearing property of the Library Association was sold and the proceeds devoted to enlarging the library building. The library was formally transferred to the city in April, 1897. The present income is about \$1300, which will soon be increased by the new Indiana library law passed at the recent session of the Indiana Legislature which authorizes a one mill tax. The Indiana Library Association and the women's clubs of the state were largely instrumental in securing the passage of this law.

The next illustration is the Kankakee (Ill.) Public Library. As has already been noted, Illinois has a very liberal library law, but owing to opposition from a Ladies' Library Association already established, public sentiment was not strong enough to secure a vote in favor of a public library until 1896, when some progressive citizens, together with the Women's Club, succeeded in carrying a vote to establish a public library and reading-room. A board of directors was appointed, and, anticipating their income, some books were purchased and the library organized by Dr. G. E. Wire. The library started with 500 volumes, and in the first two years the circulation grew so rapidly the small stock of books was almost worn out. Meanwhile the patronage of the Ladies' Library Association had almost entirely ceased, and active steps were taken towards uniting the two libraries. There were some 26 stockholders in this association, of whom a large majority finally voted to give their library of about 10,000 books to the public library. They also transferred a gift of \$5000 which had been left them for a library building. This was increased by a \$10,000 appropriation from the city and by private gifts, and in 1898 a \$15,000 building was dedi-

cated. One of the principal conditions of the transfer of the property of the Ladies' Association to the public library was that in future three of the directors of the public library board should be women. These conditions have been fulfilled, and the present president of the board testifies to the success of the plan.

The Cedar Rapids (Iowa) Public Library grew out of the City Federation of Ladies' Literary Clubs which was organized in January, 1895, naming for one of its objects in its articles of incorporation the establishment of a free public library. A sentiment was soon created in favor of a public library and entertainments were given for a fund to be donated to the library when established. In January, 1896, a petition was presented to the city council signed by members of the federation asking that the question of establishing a free city library be submitted to the voters at the following spring election. This was carried to a successful vote, and the following June the library was established under the Iowa library law. This law was passed in 1873 allowing a one mill tax, which has since been increased to three mills.

The Evanston (Ill.) Public Library is the outgrowth of the Evanston Library Association, which was formed in 1870, allowing free use of its books in the reading-room and charging a small weekly fee for the drawing of books.

The Illinois library law, which was introduced in 1872, was amended through the efforts of Mr. L. H. Boutell, of the Evanston Library Association, to include all municipal corporations, as well as cities, in the right to vote a tax for libraries. The following year the citizens of the village of Evanston voted for a two mill tax for a free public library, a board of directors was appointed, the property of the Library Association was turned over to the city under this new board and the library thrown open to the public in July, 1873.

Briefly as to a few general principles, conceding that the free library to be supported adequately for the use of the people, must be supported by the tax of the people:

1. The state should have a library law, providing for the incorporation of a library to be supported by the people, and providing for such library to receive real and personal property for purposes of the library. The Illinois library law is cited as being a liberal example of such law. The essential points of this law are as follows:

The power of initiative in starting a public library is vested in the city council in case of incorporated cities, and does not rest with the vote of the people. In case of town, village or township the question may be submitted to vote upon petition of 50 legal voters. The maximum tax is two mills for cities of less than 100,000 inhabitants, one-half mill in cities of over 100,000 inhabitants. The tax is permissive not mandatory—the law reading “may levy a tax, etc.” The control of the library funds is given to the board of directors of the library, provided that all moneys received for such library . . . be drawn upon by the proper officers of said city, upon the proper, authenticated vouchers of the library board. The law provides for a board of directors of nine members to be appointed by the mayor with the approval of the city council.

2. Continual agitation of the question must be the watchword. A determined effort must be maintained on the part of the people both within and outside the local library association to overcome an opposition which may sometimes come from but one or two members of an organization and yet be enough to block progress.

3. Due attention must be paid to all legal questions of property. In cases where gifts are bestowed upon special conditions, great care should be taken to see that such conditions are kept unbroken.

4. The organization of the new library board requires great prudence. In general it is safe to say that the new board should at first be made up of at least a part of the former board, whose experience in library management, though under different conditions, is valuable.

As to the technical details of the change, wherever possible reorganize the library on modern library principles. If this cannot be done all at once, begin with the new accessions on new principles and as fast as possible work over the old books to the new arrangement.

Until all states have obtained a library law providing for tax sustained libraries, the mission of the subscription library should be pre-eminently to work towards such end by stimulating a desire for reading and creating public sentiment in favor of a free library, meantime encouraging gifts and collecting such books as will form a valuable nucleus for a public library.

MANAGEMENT OF SMALL PUBLIC LIBRARIES.

BY MARILLA W. FREEMAN, *Librarian Michigan City (Ind.) Public Library.*

THE public library should be not only the educational centre of the town or city, and often its art centre as well, but it may become, in the language of the new sociology, a centre of social service. Just here lies the great opportunity of the librarian of the small library. She is fortunate in her privilege of personal contact with her public, and upon her depends, in large measure, the atmosphere of the library. She should be alert, tactful, a gracious hostess, ready alike with helpful suggestions to the timid or the uncertain, and with quick, intelligent service for the man who knows what he wants and wants it at once. Let her, if possible, find some time for personal intercourse with her readers. If she knows, as she should, the books she handles, and remembers, as the “small librarian” may, not only the names and faces, but the differing personalities of her readers, she may quietly and unobtrusively direct the whole trend of the intellectual life of her town. She should be accessible, not only

within the library, but out of it. Let her not rebel at being known as “the library lady” by the small boys on the street. Let her be ready, not to introduce indeed, but to respond willingly to talk of books and of the library, even at those social functions where “shop” is supposed to be tabooed.

She should carry out in every way the open-door policy, not merely by opening the doors and waiting for people to come in, but by going out to seek them. Many people hesitate long and timidly over the preliminary visit to the library for a card. I like the suggestion of Mr. Foss, of Somerville, Mass., in *Public Libraries*, March, 1899, that a personal canvass of the town be made, so that every man, woman, and child may be offered a library card. And, above all, when people have come, let them be made to feel at home.

The aim and general attitude of the librarian being thus outlined, how shall she put it into active force?—that is, by what channels can

she reach the people at large, and, when reached, how hold them?

Since this is the day of the children, the first thought of the librarian may well be for them. And, first of all, do not shut out bright and eager children by the age limit. If there must be a test, let it be nothing more than the child's ability to write his own name. The pride of ownership and of responsibility should not be denied him. Often the younger children take better care of books than their older brothers and sisters. If possible, have a special room for the children. If not, resort may be had to a children's alcove or corner. The smallest library may at least find space in a corner of its reading-room for a special table for the children, made lower than the usual size, and, if it can be managed, cases with some, or all, of the children's books should be near their tables.

In our library we are fortunate in having a room which can be devoted to the children, and which is at the same time so situated that it can be under the personal supervision of the librarian. The children's books are in wall-cases about the room, grouped according to subjects, under various attractive headings, such as Stories of long ago, Fairy tales, Indian stories, Poetry, Lives of great men and women. The children may make their own selections, except as they desire help, with no restriction other than careful treatment of the books. We have considered the organization of a children's library league, for the protection of the books, but our town is not too large for individual work with the children, and we have found the use of the Maxson book-mark sufficient thus far.

We are fortunate, also, in the possession of a room which may be used as a class-room in connection with our work with the schools. The room is furnished with tables and with chairs sufficient to seat 50 pupils and their teacher. Each grade in the schools, from grades five to eight, has the use of this room for one afternoon session of each month. All the eighth grades come the first week, the seventh grades the next, and so on through the month. At their grade meetings the teachers determine upon the subject which they will take up at their next visit to the library, and notify us a week in advance. Books on that subject sufficient in number to supply each pupil in the grade, and suited to the age of the pupils, are sent up to the room, and each child is assigned a topic

upon which to write a short composition from the material furnished. When a pupil has found all he can from one source books are exchanged, and thus each child comes into contact with several books which may be new to him. The subjects chosen are those in which different grades are at the time specially interested in school. Thus last week the seventh grades, which are reviewing in school the geography of Europe, had for their library subject travel in Europe and description of various European countries and cities. For this grade we utilized, in addition to the regular books of travel, such descriptive stories as "Hans Brinker" and the "Witch Winnie" series. A younger grade took up stories, battles, and incidents of the American Revolution. In the spring and fall nature-study afternoons are popular. A specially valuable feature of the plan is the opportunity it gives the librarian for short talks to the pupils on the use of the library, the reference books and card catalog, accompanied by practical object lessons and tests. The school children are unanimously enthusiastic over their library afternoon, and we find the plan very successful in stimulating their interest in good reading and in forming the library habit along right lines. With libraries where there is no room available for such work, there may be at least an occasional visit to the library from teacher and pupils for the purpose of becoming familiar with the location and use of the reference books and other resources of the library.

We have found the monthly visits helpful in the opportunity they give the librarian to know the teachers individually, and to come into sympathetic relation with them and their work. The close co-operation that should exist between the library and the schools will be most firmly grounded upon a personal and individual interest on the part of the librarian in the teachers and in their plans for work and for personal culture. Special privileges to teachers, short talks at the teachers' meetings, personal visits to the schools for talks to the pupils—all these things help to strengthen the tie between library and schools.

The librarian should keep in close touch with the school work, informing herself in advance of the order of studies and subjects for debate, so that the wants of pupils may be promptly supplied. The teachers may be asked to furnish lists of special topics to be taken up in geogra-

phy, history, and other studies, and references may be made for each topic on separate cards, to be included in the catalog. In advance of all special days which are celebrated in the schools, such as Washington's Birthday, Arbor Day, and Memorial Day, lists of references and suitable selections should be compiled. These lists, which may be fastened upon the library bulletin board, sent to the teachers, and printed in the daily papers, will serve a double purpose, that of answering the demands of the children for "pieces" to speak, and of helping the teachers to prepare their programs.

The question of free access to the shelves is a puzzling one. Certainly the public should be made to feel at home among its own books, and certainly the experience of libraries with "open shelves" goes to prove that the public may be trusted among its own books. For the larger libraries, such a plan as Mr. Foster's "Standard library" (*see Providence Public Library Bulletin*, October, 1898, or *Library Journal*, December, 1898), or the remarkably successful open-shelf department of the Buffalo Public Library, seem to have solved the problem. The same plan may be applied, in miniature, to small libraries in which the construction of the building or other conditions make indiscriminate access impracticable. In these cases, one side of the delivery-room, or at least an alcove or corner, may be fitted with shelves accessible to the public, upon which may be placed a selected collection of books from all classes in the library, including not only some of the newest and some of the most popular, but also some of the "best" books—books upon which Time has set the seal of its approval. This open-shelf corner or department should in no way interfere with the privilege to teachers, students, and all who wish of examining the entire collection in the main book-stack. Indeed, it may well be adopted even where free access is the rule, for the convenience of the many readers to whom a large array of volumes brings embarrassment and uncertainty. In the first confusion and excitement attendant upon the opening of a new library, this plan of partial access may be made simply a preliminary step to the inauguration of open shelves, after the novelty shall have worn away. Certainly the access of the public to the shelves, whether in whole or in part, not only brings a great saving of time to public and

librarian alike, but is a source of that freedom and satisfaction which should inhere in an institution whose first aim is "public happiness."

Reference work similar to that done for the schools should also be done for the literary clubs of a town. The library may furnish material and aid in the making of programs, lists of references on the general topics of work, to be printed with the program, and lists of references on special subjects for individual members of the club. We find that a room in our building, the use of which is given to literary clubs for their meetings, has helped to effect a strong co-operation between the library and the club members.

The use of pictures in connection with the school and club work is helpful. For this purpose may be utilized illustrations from duplicate or worn-out magazines. In our library we have, through requests in the newspapers, received many volumes and odd numbers of valuable magazines. These are primarily used for the completion of volumes and sets, but from all duplicate numbers the best illustrations are cut, mounted on heavy gray paper or bristol board, and classified like the books. Groups of them, illustrating various countries, art subjects, etc., are loaned to teachers, to literary clubs, or to individuals. These pictures are also utilized in the library for wall exhibits and illustrated bulletins.

Two large, portable screens are covered with groups of pictures on various subjects, the soft, gray mounting paper making an effective background. For Christmas one of these screens was covered with a fine collection of Madonnas, some of them taken from magazines and illustrated papers, many loaned by friends of the library. The other screen bore a collection of illuminated holiday magazine covers, mounted on gray paper. On a large wall space was placed an exhibit of gay holiday posters. The screens are at present used for reproductions of pictures by modern artists, in illustration of a course of University Extension lectures on art, the collection of pictures on the library screen being changed each week to correspond with the subject of the lecture for that week.

Every library, however small, should have a bulletin board and blackboard placed in a conspicuous position, to which may be fastened, or upon which may be written in bright colored chalks, attractive lists of new books, birthday

Bulletins of some noted person accompanied by his or her picture, anything and everything, in brief, which will attract the attention of visitors and encourage them to use the library.

Among the ways and means of gaining the attention and interest of the public, the library exhibit is one of the most popular. An exhibit of photographs taken by local amateurs; an "Indian day," with a collection of local Indian relics, Indian pictures mounted and grouped on the wall, including Burbank's highly colored studies, with some new "Indian books" for the boys and with all the old ones attractively displayed; a "Nature day" in the spring or early fall, with decorations of wild flowers, with an exhibit of books relating to birds, animals, plants, and out-of-door life in general, the walls covered with the beautiful colored bird and animal plates issued by the Nature Study Publishing Co., of Chicago, perhaps a few rare birds in cages; these and innumerable other ideas may be effectively used. Art exhibits are a most pleasing and legitimate part of the library's work, from the collection of mounted illustrations cut from the magazines, or the local loan collection, to the exhibition of original drawings and paintings loaned by Scribner's Sons and other publishing houses, or the beautiful reproductions of the world's great pictures loaned by the Helman-Taylor Co. and other art firms.

Scarcely second in importance to the work with the children and the schools is the opportunity of the library among the working classes. In any town large enough to sustain a public library there are likely to be more or less industrial centres, and to the mass of workers which such centres gather about them, the library should make a special appeal. Let us hope, primarily, that it is situated upon a main business street, where the factory people as they stroll by of an evening may find it convenient to drop into the brightly-lighted reading-room. The best bait will be a goodly number of clean, entertaining, illustrated periodicals, popular monthlies, reliable reviews, illustrated weeklies, and wholesome "funny papers." Try to have if possible at least one semi-technical magazine for each class of workers represented in the town, and the *Scientific American* and its supplements for all inventive boys and men. With a large German population we find two or three illustrated German papers a good draw-

ing card, and we keep on file the local German daily as well as those printed in English.

We have also a slowly increasing collection of German books, believing that the German working people, many of whom can read only in their native tongue, should share with others the privileges of the library and of access to the printed page. Many German parents, too timid to come to the library themselves, will send their children, who, taking advantage of the two-book privilege, will draw a German book for the father or mother and an English book for themselves.

If it is the aim of the library to draw to it all classes, there should be at least a few books suited to the wants of each individual class. A little group of carefully chosen, up-to-date books on electrical and mechanical engineering, locomotive construction, wood-working machinery, or textile industries, according to local needs, will often prove the best possible investment, even for a small library, in a manufacturing town. Superintendents or foremen of factories may be interested by requests for suggestions from them in the selection of technical books, and the intelligent workingman who can find at the library just the book he wants on electricity or foundry practice becomes from that moment one of the library's warmest adherents.

But given the book and the man who wants it, how is the one to be drawn to the attention of the other? The first article of the modern librarian's creed should be "advertise." Advertising is one of the fundamentals of success in the business world, and why not in the library world? From the time your first installment of books is ready for the public your watchword should be "Make it known."

Doubtless the best advertising medium is the local newspaper, which will carry the library news into many homes. In it may be printed lists of the new books, introduced by a striking headline, and by brief notes or reviews on some of the most timely or valuable among the books. Lists of books on special topics or for special days should frequently appear, and a half or quarter column of "Library notes," calling attention to gifts of pictures or books to the library, to special exhibits or other library matters, will help to keep the public interested. If your list is one of special interest ask your editor to have the type saved for further use

It may be taken to a small job press, and 500 or 1000 or more copies may be struck off for distribution at the library. The expense involved in this will be slight. Some newspapers will print these lists free, if such a notice as the following be inserted in the list: "Printed by the courtesy of the *Daily News*." If there is more than one paper in the community furnish library news and lists to them all, thereby making them all friends of the library. Where there are but two papers, of about equal standing, it is well to send exactly the same copy to each and divide the library's job-printing between them.

If your town has one or more trade journals send them lists on various local industries, on electricity, and on labor questions. An excellent list for Labor day was published in the *Union Advocate*, St. Joseph, Mo., Sept. 3, 1898.

A most successful means of advertising the library among the workingmen is by means of bulletins and lists posted in factories, car-shops, electric power-houses, etc. In every department of every factory and industrial centre in our community we have placed one of the little wall-boxes, originated by Mr. Wright, of the St. Joseph Public Library, containing a number of library application blanks and labelled with the following inscription:

PUBLIC LIBRARY,
EIGHTH AND SPRING STREETS.

BOOKS LOANED FREE.

Take one of these applications, fill it out, have some real estate owner sign as your guarantor, then bring it or send it to the library and books will be loaned you without charge.

Library open from 9.30 A. M. to 9 P. M.

Each of these boxes is accompanied by a printed or typewritten list of books — books on electricity for the power-house — on locomotive construction, pattern making, metal work, engineering, etc., for the car factory and railroad shops, and attractive titles of books for girls and women in all departments of factories where women are employed. The results from this one form of advertising have been more satisfactory than from any other employed. The library wall boxes may also be placed in hotels, railway stations, and other public places.

In these days, when the A B C of social ser-

vice—Altruism, Brotherhood, Co-operation—is familiar to all, the library must be indeed poor and small and self-centred which can do nothing to extend its privileges to those, at least in its own immediate environment, to whom the library itself is not accessible. Poor and remote parts of town, or adjacent rural districts, may be made centres for small travelling libraries, little groups of books sent out from the main library to some home or small store from which as a centre they may be issued to the people of the neighborhood. To children too far away to reach the central library, little home libraries may be sent. A home library is defined as "a group of 10 or more poor children, a library of perhaps 20 carefully selected books placed in the home of one of the children, and a sympathetic visitor, usually a woman, who meets the children once a week, talks over the books which they have read at their homes, and interests and amuses them for an hour in any way she chooses." Each group contains both boys and girls from eight to fifteen years of age.

The members of a fire department, a police force, or a life-saving crew, are quick to appreciate an effort to provide them interesting reading for the long, monotonous hours in the stations. Regular travelling libraries may be sent them each month, or a more informal arrangement made. At the life-saving station in Michigan City the captain gives leave of absence to one of the men once a week to exchange books at the library for the crew. A light, compact wooden case, suitable also as a receptacle for the books at the station, is convenient for carrying them back and forth.

Suggestions might be multiplied in regard to the opportunities for usefulness in the management of the small library. Much may depend, it is true, upon the assistance and the resources which the librarian may have at her command, but more will depend, in the end, upon the unwearying patience and energy and enthusiasm of the librarian and her band of helpers. Kipling has painted for us at once the ultimate ideal and the ultimate reward of the earnest worker, in that happy state where

"No one shall work for money, and no one shall work for fame;
But each for the joy of the working, and each in his separate star,
Shall draw the Thing as he sees It, for the God of Things as They Are."

THE STATE LIBRARIAN'S OUTLOOK.

BY JOHNSON BRIGHAM, *State Librarian of Iowa.*

SINCE the beginning of the present year, several states have enacted laws in response to popular demand for a more generally helpful library service. I will briefly outline this new legislation, using the summary as a text for such running comment as has occurred to me to make in the course of a somewhat hasty consideration of the subject.

Beginning in the far East, the legislature of the state of Maine has given statutory permission to the state librarian to loan books in the state library, except reference works and document sets. It has also inaugurated the travelling library system and created a library commission to operate the same. This commission is composed of five members: the state librarian a member by virtue of his office; the other four members to be appointed by the governor; the state librarian to be secretary of the commission.

A similar measure has become a law in Indiana. In the last-named state the commission is composed of three members, to be appointed by the governor; the state librarian to be secretary of the commission. A provision is also made for township libraries.

Wisconsin has its own original way of doing what needs to be done. In the matter of the travelling library recent legislation has contributed further to its success, though none but a Wisconsin man or woman can tell with absolute certainty just what the commission's improved condition really is, beyond an increased appropriation. But, however original the Wisconsin library laws may be, there is ever in the Wolverine legislator's mind a sublime confidence in the ability and purpose of chosen state officials to evolve from them something really worth having and worth paying for — and the confidence seems to be well founded.

Minnesota has a new library commission and travelling library law, the product of a long campaign of education. The commission created for the execution of Minnesota's new law is composed of the president of the state university, the state superintendent of public instruction, the secretary of the state historical society and two appointees of the governor; the

commission to elect its officers from its own membership, these to serve without pay, but to be reimbursed for necessary expenses incurred. Along with this new travelling library law an act was passed enlarging the scope of the old free public library law.

California's legislature, at the last, rejected the library commission and the travelling library, but passed an act which transfers the choice of trustees for the state library from the legislature to the governor, from the appointment of these trustees all at one time to the selection of one every year. The new law also increases the powers and responsibilities of the library board. This, although not what was hoped for, was a long step forward, being the transfer of the appointing power from the legislature — which means the majority in the legislature (in other words, the party caucus) — to one man responsible directly and alone for the choice he may make. Knowing the enormous political and personal pressure put upon the chief executive of the state, I think that the one good turn of the California legislature deserves another, namely, the creation of an ex-officio rather than an appointive library board, all the members responsible solely and directly to the people, the membership continuous, the librarian's tenure dependent upon this body and thus removed as far as possible from that bane of the state library, the meddlesome and inconsiderate interference of personal and partisan politics.

I am glad to be able to illustrate my point in favor of an ex-officio board by reference to recent history in my own state. The library board in Iowa is probably as far removed from both personalism and partisanship as one can reasonably expect to find any body of men this side Arcadia. It is composed of the governor, the secretary of state, the state superintendent of public instruction, and the six members of the supreme court. But there has been, until recently, this glaring inconsistency in our state library law; while the board was held responsible for the library, the appointment of the librarian — and practically the librarian's assistants, too — was a part of the patronage of the

governor. But our last general assembly, rightly reasoning that the appointing power should lodge with those who are held responsible for services rendered by the appointee, and painfully aware that the state library had been weakened by frequent changes from one personal or political appointment to another, wisely transferred the appointing power from the governor to the entire library board. In thoughtful consideration for the supposed sorrow of our governor at the loss of patronage, the legislature made the new law take effect, not immediately, but in the year 1900. But, to the surprise of many, Governor Shaw took early occasion to announce through the press that he recognized the wisdom of the change, and that, in deference to the spirit of the new law, he would waive his right to select and would appoint any one the board might recommend.

The California legislature is to be commended for enlarging the powers of the state library board, thereby serving notice on that body that henceforth much more will be expected of it than simply to register the statutory decrees of the legislature.

Quitting California, let us stop long enough on our way back east to note the brave though losing fight made by the champions of library progress in Nebraska for a library commission and the travelling library. The struggle lasted until almost the last day of the session. When the unwelcome end came there was no despondency, but rather a firm determination to renew the contest next time, meantime to show by local object lessons in the travelling library, and by an accumulation of evidence from other states, that Nebraska cannot afford to deprive her citizens of the benefits of a rightly conducted free travelling library.

Iowa already has the travelling library, but lacks the library commission, that everywhere present missionary force which makes the system state-wide in its beneficence and everywhere alike helpful in its operation. Our state library is easily and satisfactorily handling 70 travelling libraries of 50 books each, and a few hundred standard works for special loans, and every three months will add to the number of such libraries and such works for special use. But what are 100 or 200 travelling libraries, and what is a collection of 1000 or 2000 books for special use, when there are nearly 2000 post-

offices and about 3600 school districts in the state? Iowa must soon decide whether to go on indefinitely buying and circulating travelling libraries, thus encouraging communities to look to the state for their reading, or to create a library commission, and through that commission plant and transplant libraries, grafting its strength into the weakness of local effort, and so making the weak strong and ultimately self-supporting and self-sufficient. Our state library association, strongly backed by the Iowa Federation of Women's Clubs and other organizations, will unitedly urge upon the next general assembly the alternative of the library commission as more American, more conducive to high-grade citizenship; and all are agreed in that the state library shall be represented on the commission, and that a large part of the work of the commission, including the work devolving upon the secretary, can be safely entrusted to women.

On the Minnesota law I have two criticisms to offer. In the first place, it declares that the commission's chosen officers shall serve without pay. Now, it will be impossible to place a library commission upon a working basis that will satisfy the demands of the people without making provision for the entire time and best services of at least one person of recognized official position on the board. Again, in the *personnel* of the commission the law doubly recognizes the chief executive, giving him two appointments; it also recognizes the office of the state superintendent, that of the state university president, and that of the secretary of the state historical society, but, strangely enough, it wholly ignores the one office which should be and is, in all the other travelling library states, in close and sympathetic touch with the new library movement. And by the provision that the commission shall elect officers from its own membership, it prevents the state librarian from even serving as the commission's secretary.

The Indiana law is better in this respect. By naming the state librarian as secretary of the commission the travelling library is sure of the services of one organizing mind, presumably imbued with the missionary spirit and directly in touch with the library movement of the time. In my judgment the real organizing mind upon which the commission must depend for its executive force should have had a voice and vote

in the commission, and should have been the *de jure*, as he must necessarily be the *de facto*, executive head of the commission. But so long as the ancient fiction remains prevalent in our official world, which gives to a board of eminently respectable do-nothings all the honor, if there be any, letting its secretary do all the work and draw all the pay and the opprobrium, if there be any, I should not inveigh against the Indiana law, for, faulty as it seems to me in this respect, the new commission will be in good hands, and the law cannot fail to do great good.

The Maine law, making the state librarian secretary of the commission and yet giving him full membership in that body, is better still, and yet I cannot forbear to speak of one inconsistency in the make-up of the commission which it creates. By arbitrarily making one of its five members secretary, it deprives that one member of eligibility to the presidency of the commission, though, for reasons already given, he should be the one best fitted to serve as its executive head.

A few words, in passing, on that feature of the Maine law which permits the state librarian to loan any books in the state library except reference books and document sets. My one criticism on this feature would be that the Maine legislature, having trusted the state librarian thus far, might well have gone a step farther and left to that official's discretion this whole matter of loaning books from the state library. Let me recall a recent experience. A request came to me by mail for two volumes of a document set—a set of great value, but one rarely in use in the library. I knew the would-be borrower—and sympathized with his purpose—to prepare a paper for a club composed chiefly of university professors. Forbidden by statute to loan the books direct, I borrowed them myself, and expressed them to him. Ten days thereafter the books were back in their places and nobody had been the loser by the slight fracture which the law had sustained, and at least a score of thoughtful and scholarly men had become the wiser thereby, somewhat better fitted to meet the question under consideration. Another instance not so easily passed upon. A few days ago a man called upon me wanting to borrow several works on Lafayette. He was surprised and grieved when I said I could not loan him the books, and he remarked that he had recently borrowed valuable works

from the New York State Library and from the library of Harvard University, and that without giving security of any sort save a line of commendation from a friend, a man of assured position in our community. All that I had dared to hope for on entering upon my duties as state librarian was permission to loan books at my discretion to parties living within the limits of the state. But here came a report of a loan outside the state, and without security of any sort except the uncertain security one has in a general letter of commendation!

Is it safe, is it wise to let books go out of the state library, and even outside the limits of the state? My answer would be yes—throwing the entire responsibility upon the librarian. It is ever the highest wisdom to be generous—"but," as Mr. Brooke in "Middlemarch" was wont to sagely remark, "only to a certain extent, of course." The extent to which one may carry the loaning of books not duplicated in the library should, as it seems to me, be made the individual problem of the state librarian—in the solution of which he should give the state the benefit of a reasonable doubt.

The state librarian who is really interested in his work, and who really appreciates his opportunities for public service, must see before him a vast missionary field. That field is awaiting—not yet the harvest, but, in most states—first the breaking, then the grading, then the sowing, then the cultivating, and after that the harvest.

The state librarian who sees in the duties and opportunities of his position only an endless chain of detail work—of buying, and checking, and accessioning, and cataloging, and shelving, and finding, and replenishing, and so on round and round from year to year—is only a modern exemplification of the watch-dog theory of the mediæval librarian, and is as far behind the spirit of the new library movement as the 15th century was behind the 19th.

I would not underestimate the value of the detail work to which reference has been made. Little as I have been privileged to know of library school training, I gladly bear testimony to the supreme necessity of it as an equipment for the handling of the large library and to the desirableness of it in the handling of the small library. But the state librarian who regards these necessary means as the "be all and end

all" of library work is evidently in need of an eye-opener, and a heart-opener as well.

The librarian's field is not confined within four walls, however spacious the enclosure. It is, rather, the world—a world of ever-recurring wants of the mind—wants which books alone can supply; a world of men and women with noble cravings for universals, but, alas! with strong counter-cravings for non-essentials; dreamers of dreams and seers of visions, yet strangely tied down to time-killing occupations and time-serving habits of thought and life.

As we recall the throngs that visit our state libraries, the refreshment and help which many thousands there seek and surely find, we cannot deem it presumptuous to claim for the state librarian's work some measure of the glory of this age—some measure of confidence in the future of the state library as an institution planned to benefit and bless.

We cannot well be otherwise than strenuous in our insistence that the state that has erected the most capacious and magnificent library building, or set apart and furnished the most palatial apartment in its capitol, and filled its shelves with the choicest literature of all the ages, has but laid broad and deep the foundations for the "more stately mansions" which 20th century civilization will have a right to expect.

What is the least that 20th century civilization will have a right to expect of the state? That it go on buying books? Yes, always. That it enlarge its appropriations for the purchase of books and for library work? Yes. That it approximate more closely toward perfection in the essential work of classifying and cataloging? Yes. That it fill our places with others, better fitted by nature and education, to do the work we are now doing? Yes, but not too suddenly!

The mission of the state library, so well begun in some states, so haltingly begun in others, will not have even neared its consummation till there is established between the hum-

blest and remotest citizen and the state a relation by which, with the minimum of friction, expense, and delay, the citizen may avail himself of so much of that soul-nourishment and mind-medicine as he may crave.

The state must not let the popular demand for libraries die out for want of sustenance. It must not let the travelling library movement fritter away in vain though well-meaning attempts on the part of clubs to perform educational functions which properly belong to the state. We must show the partially convinced majority in the travelling library states, and the sceptical majority in the other states, that the maintenance of the connection, desired by some and already established by others, between the state and the individual scholar and reader and seeker after knowledge is as much a part of the duty of the state toward its citizens as is the maintenance of the relation which has long been sustained between the state and the common schools.

In all our plans for the more intimate relation between the individual reader and the state we should regard the state library as the storm-centre of library activities. And finally, in the future we must not draw back from our pioneer work for the library cause—the cause of humanity—though all the old-time missiles of conservatism should be hurled at us at once. I am uttering only a truism when I declare that every step of progress and reform has been made in the face of volleys of epithets, the most effective of which are "paternalism," "socialism," and the like. We pioneers in this library movement have had rather less than our share of opposition! Now, while the foes of progress are diverted to other fields of activity, let us push as fast and far toward the front of our purpose as our commissariat will warrant; and so long as we can keep going, and can hold the ground we gain, let us not complain if now and then we find our rations short, or not exactly to our taste.

THE STATE LIBRARY IN ITS MISSION OF COLLECTION,
DISTRIBUTION AND EXCHANGE.

BY W. E. HENRY, *State Librarian of Indiana.*

THERE has been a growing and laudable zeal in library work within the last ten years which, I presume, has not been equalled at any other time in library history, and there has followed an improvement in library management and methods certainly not surpassed in any other line of professional work.

Every sort of library has been improved and made more useful except the old church, or what might better be called the cathedral library, and next to the cathedral library in completely escaping the new life and zeal stands the state library. One has escaped because of the dead conservatism it represents, and the other has almost entirely escaped the power of the resurrection because of the withering and blighting influence of partisan politics, which is the bane of every institution which is supposed to represent culture or merit.

However, the state library has not wholly escaped the new life, for a few state librarians do read and fewer still do think, and in some rare instances real librarians have been placed in state libraries, and I believe it fair to say that the tendency is growing, however slowly and unsteadily.

But this new zeal for good library work, as it has reached from the general body toward the state library, has failed to distinguish and to recognize what seems to me a vital distinction between the general public library and the state library. I do not wish to imply here that the state library cannot accept and use new methods and new devices in library work; I do not wish to imply that the state library cannot use well-trained librarians; I do not wish to even suggest that a state library cannot associate with and improve by experience of other libraries. On the contrary, these are the elements in our hope of salvation. But I do wish to state positively that I believe the state library as such has a distinctive function not possessed by any other library and not understood even by many able and zealous librarians. The public library is a public but a local institution, and every person, because of the proximity of his residence to that library, becomes a part

owner of the library and has a right to be heard on all questions touching its management. The state library is distinctly not only a state institution in the sense that the university or the normal school or the school for the blind is a state institution, but beyond that it is a state office, and by this I mean to say that it is one of the administrative offices of the state. The state library is for the state as such as distinctively, though not so prominently, as is the office of secretary of state, auditor, or court reporter. The essential mission of the state library is to serve the state as an institution, and there is no more reason for the state library becoming a popular institution than there is for the state treasury becoming a popular institution, and there is no more reason for the citizen expecting library help from the state library other than as reference than there is for his borrowing money from the state treasury when his corn or cotton fails.

The state library must preserve the written records of the state and all things directly and vitally relating to the interests of the state as such, just as the treasury and the auditor's office must preserve the financial interests of the state as such.

The institutional interest of the public library is a minimum interest if it exists in any degree whatever. The public library, while socialistic as a possession of the city, county, or township, is in its primary purpose for the individual as such and not to serve the political organization. The chief end of the public library is to serve the people individually, the chief end of the state library is to serve the state as an institution. One by its nature becomes a reference library in matters of state and the other becomes a circulating library of popular interest on miscellaneous matters. If my distinction is a true one, and I believe it to be so, then there is a line of demarkation which has not been fully recognized, and unless it shall be recognized and some present tendencies checked our state libraries must lose their distinctive features and encroach upon ground not their own, and, while failing in their distinctive mission,

they must even more signally fail in their efforts to assume a popular duty. A popular interest within a state may be conducted from a central state office and should be, as is our public and popular education, but it is not the duty of the state to minister to the individual as such, and when the state attempts to reach and satisfy the personal wants of its individual citizens it is reaching beyond the province of the state and is attempting an end, which not only by its nature but by its extent can never be accomplished. The state can serve but poorly, if it all, a popular interest by direct and immediate ministrations. For the state to furnish its citizens directly with books of entertainment is not wholly unlike furnishing them with theatre tickets, and, in fact, the parallel may be so close that to trace it further is dangerous. Socialism and paternalism doubtless have a truth to teach, but I am not ready to believe it is the whole and only truth. The state library must not become a lending library if it has a state mission. If it has not it is a useless expenditure of state funds and should be cut off the appropriation list.

If my conclusions are true as to the distinction between the state and circulating libraries, and if my general statement is true as to the mission of the state library, then I must follow up for this particular occasion some of the specific duties of the state library, especially in the lines of collection, distribution, and exchange of state publications. I wish to use the word state in its largest significance, not restricting it to one of our own political organizations, but to extend the term to all governments which publish their own records.

In my judgment it is the first duty of each state library to collect and preserve more than one copy of every report, document, bulletin, or other publication of whatever sort printed wholly or in part at the expense of the state. This seems so simple and so much a matter of course and so clearly the duty of the state library that it need not be mentioned, but, on the contrary, I have reason to believe there are many state libraries that do not even do this. I am sure there is not a complete set of the publications for even last year in the Indiana State Library, and I have made the greatest possible effort to collect such, but there was no law demanding a deposit anywhere of these publications. However, I succeeded in having

a bill become a law by the last legislature which demands that the printing authorities deliver to the state library 150 copies of each publication of whatever sort, size, or subject for preservation, distribution, or exchange, and the present administration will spend a portion of its time and energy seeing that this law is enforced to its strictest letter.

These 150 complete sets of our publications will enable us to preserve, distribute, and exchange quite as fully as is desirable. Our new law also provides that the librarian shall distribute at least once a year complete sets of every publication then on hand and undistributed.

I use our own case to illustrate my theory of preparation for this work. It is first the business of the state library to collect every publication printed wholly or in part at the expense of the state.

What is the state's duty in exchange? It should be the ambition in each state library to possess not only its own documents, but equally complete sets from all other states of our Union at least, and then as many foreign states as can be well arranged for and cared for when received.

There are two laws, either of which may be the guide in state exchange; one is the Golden Rule, and the other I shall for convenience designate as the Wooden Rule, because it may be broken on occasion. Whether it is the mission of the state to be altruistic or not I shall not attempt to say. Shall we distribute to those states which do not for any reason or no reason send their publications to us, or shall it be exchange or nothing? Shall I withhold from West Virginia and Georgia because they withhold from Indiana? Shall I follow the Golden Rule, precious and never to be broken, and send to these states regardless of how they treat Indiana, or shall we adopt the Wooden Rule which may be broken, and when Maryland withholds from Michigan let Michigan with her excellent set of publications retaliate?

The Golden Rule is excellent morals regardless of the number who practice it, but, as a matter of business, it is not good unless all concerned in the transactions shall obey it. At present we follow the Golden Rule. I am not sure that we shall continue it as a permanent policy. For the next two years at least each state in the Union will receive a full set of our publications prepaid.

Distribution, not exchange, is, in my judgment, quite as important as the exchange alone.

By distribution, not exchange, I refer to the practice, or lack of it, of each state government sending to all possible depositories within the state where state publications can be deposited and made useful to the citizens of the state. These depositories may in some degree vary both as to number and nature in the several states. I can again illustrate by my own state. We send sets of our publications to each public library within the state, to each college and normal school library, and to each commissioned high school in the state, and the legislative publications to each county clerk within the state.

Is it the duty of the state to place its publications easily accessible to the greatest possible number of citizens? Indiana says yes. Restating my general doctrines briefly, then, I would say it is the especial duty of every state library to have properly arranged upon its shelves a complete set of its own publications, and, if this matter has been so neglected up to the present time that a complete set cannot be had, its neglect should stop with this minute, and from this day on a complete set of state publications should be collected and shelved. Not only should each state have a complete set of its own publications, but it should so distribute to other states that each state shall have a complete set of all the states, and, further, it is the duty of each state library to distribute within the state so generally that as nearly as possible every citizen of the state may have access to all state publications. Our recent movements in education toward social and economic studies demand these books in all parts of the state. Every college, normal and high school, as well as the more progressive citizens, should have access to all these things. Is it so? Should it be so? Can it be made so? In every state in the Union this ought to be in the hands of the state librarian, if he is a librarian, and if he is not then he should be removed from his false position before the people. A state is entitled to a librarian. It is not the business of the secretary of state to collect and distribute the state's books, else the state needs no librarian.

In few states, if any, are these matters well managed where they are under the control of any person other than the librarian; in many not even then.

REPORT ON STATE DOCUMENTS.

But the object of the committee represented by me on this occasion is to discover and exhibit the conditions, distribution and exchanges of the state publications in the several states, hoping that we might discover as fully as possible all the facts, and still more strongly hoping that we might make such a revelation of facts that this might be at least the beginning of greater interest in these matters and a more intelligent management of them. I have thus prefaced the statistical portion of the report with my own views as to the mission of the state library as such that we might have some ground that should be made the basis of discussion.

In speaking of the state library as such I have not attempted to state its complete mission. I have only attempted one, but in my judgment its chief mission.

Defects in Results.

I have long known that it is easy to ask a question that some few persons can interpret, but I am becoming more and more convinced day by day that it is quite impossible to ask a question that no one can misconstrue.

The questions themselves, after careful thought, and after having been submitted to several persons for criticism, have defects. I should have excluded by my questions any possible way of including session laws and court reports in the replies, but my object was to find with regard to other state publications that have no legal force behind them. This defect has rendered unauthoritative two results: first, the number of states sending exchanges; and second, the number of states from which states are receiving exchanges.

I believe it fair to say there were many more defects in the replies than there were in the questions.

1. There were eight states and territories that absolutely refused to reply even after I had made three distinct and separate requests for information. There is no excuse for such conditions if libraries are conducted as they should be conducted.

2. Many librarians who answered at the questions left a large proportion with no attempt at reply. Such are indicated by——in the table where the answer should appear.

3. Many replies were by such references to information as I could not take time to hunt down,

4. Many attempted reply with almost no information, and they seem to have given what they gave without attempt to post themselves; therefore I know some replies to be wrong and many incomplete. This defect does not apply to a considerable proportion of the libraries addressed.

Enough for defects. The large majority of persons addressed replied promptly, fully, and intelligently, and are entitled to the most sincere thanks and obligations of the members of the committee which I have the honor to represent; and, as spokesman of that committee, I hereby extend to all librarians, whose kindly

efforts assisted us in collecting what I hope and believe will be valuable information, the sincere regards of this committee.

The good, however, to come from this investigation and report must depend on others than the committee. We must hope it will give energy and added intelligence and effort to the subject of collection, exchange and distribution of state publications not before practiced, and if this effort shall add to the efforts and successes in a single state which shall result in better collection, exchange and distribution of its own publication, the effort has been amply repaid.

REPORT UPON PUBLICATION, CONDITION AND DISTRIBUTION OF STATE PUBLICATIONS.

PUBLICATION AND CONDITION OF HOUSE AND SENATE JOURNALS.

STATE.	Journals are printed from what year?	Bound as one or separate?	Are journals indexed?	Indexed. By whom?	Is indexing well done?	Does name of state appear in back title?
Ala.....	1818.....	1818-1868 as one. 1869 as two.	Yes.....	Clerks of H. & S....	Yes.....	No.
Ariz.....						
Ark.....						
Cal.....	1849-64 annually, 1866 biennially.	Separate.....	Yes.....	Supt. of State Printing.	Yes.....	No.
Col.....	1864.....	Sometimes as one. Sep.	Yes.....	Sec. of State.....	Yes.....	Yes.
Ct.....	H. 1837-S. 1840.	Separate.....	Some years ..	Clerks of H. & S. ..	No.....	No.
Del.....	1798.....	Separate.....	Yes.....	Clerks of H. & S. ..	No.....	Early ones no, present yes.
Fla.....						
Ga.....	1804.....	Separate.....	Yes.....	Clerks appointed for this purpose.	Generally.....	No.
Idaho.....	First 15 sessions of ter. except 5th state, 1891.	Separate.....	No.....			No.
Ill.....	1818.....	Sep., except in extra sessions.		Doc. and Index department.	Not full enough.	Yes.
Ind.....	1816.....	Separate.....	Since 1833.....	Clerks of H. & S. ..	No.....	Seldom.
I. T.....						
Ia.....	1838.....	Separate.....	Yes.....	Sec. of State.....	Yes.....	Yes.
Kan.....	1835.....	Separate.....	Yes.....	Sec. of State.....	Yes.....	Yes.
Ky.....	1792.....	Separate.....	Yes.....	Clerks of H. & S. ..	No.....	No.
La.....						
Me.....	1854, except 1861, '62, '63.	Separate.....	Yes.....	Clerks of H. & S. ..	No.....	No.
Md.....	1728.....	Early as one. Later Sep.	Yes.....		Yes.....	No.
Mass.....	H. since 1864, S. since 1868.	Separate.....	Yes.....	Clerks of H. & S. ..	Fair.....	No.
Mich.....	Council J., 1824-34, H. & S. 1835.	Separate.....	Yes.....	Clerks of H. & S. ..	Yes.....	No.
Minn.....	Ter. 1849-57, state 1857.	Separate.....	Yes.....	Printing expert....	Yes.....	Yes.
Miss.....	1817.....	Separate.....	Yes.....	Clerks of H. & S. ..	Yes; in recent years.	Yes.
Mo.....	1820.....	Separate.....	Yes.....			Yes.
Mont.....	1864.....	Separate.....	Yes.....	Sec. of State.....	Fair.....	No.
Neb.....	1835.....	Separate.....	Yes.....	Clerks of H. & S. ..	Fair.....	Since 1891.
Nev.....	1864.....	Separate.....	Yes.....	Sec. of State.....	Yes.....	Yes.
N. H.....	1784.....	Together at present; several changes have occurred	Yes.....	Clerks of H. & S. ..	No.....	Yes.
N. J.....	1710.....	Separate.....	Yes, since 1842.	Clerks of H. & S. ..	Sometimes.....	No.

PUBLICATION AND CONDITION OF HOUSE AND SENATE JOURNALS.—Continued.

STATE.	Journals are printed from what years?	Bound as one or separate?	Are journals indexed?	Indexed. By whom?	Is indexing well done?	Does name of state appear in back title?
N. M.						
N. Y.	1777.	Separate.	Yes.	Clerks of H. & S.	No.	No.
N. C.	1800.	As one to 1869, sep. since.	Yes.	Printer and binder.	Yes.	Yes.
N. D.	1803.	Separate.	Later ones are.	Clerks of H. & S.	No.	No.
O.	1893.	Separate.	Yes.	Clerk and committee for that purpose.	Yes.	Yes.
O. T.						
Or.	Complete.	Separate.	Yes.	Sec. of State.	Fair.	No.
Pa.	1682-1790 Min. of Province, 1790.	Separate.	Yes.	Appointments by clerks of H. & S.	No.	Yes.
R. I.	Never.					
S. C.	1818.	Early as one, sep. now.	Yes.	Clerk of H. & S.	Yes.	No.
S. D.						
Tenn.	All years.	Separate.	Yes.	Clerks of H. & S.	Fair.	Recent ones do.
Tex.	Complete.	Separate.	Yes.	Sec. of State.	Not always.	Generally.
Utah.	From the first.	Separate.	Will be from present session.			Yes.
Vt.	1836, earlier rec. in 8 vol.	Separate.	Yes.	Clerks of H. & S.	Fair.	Yes.
Va.	1740.	Separate.	Yes.	Clerks of H. & S.	Fair.	No.
Wash.	Early fifties.	Separate.	Yes.	Clerk of H. & S.	Fair.	
W. Va.	From first to 1873 annually, since 1873 biennially.	Separate.	Yes.	Clerks of H. & S.	Fair.	No.
Wis.	1836.	Separate.	Yes.	Clerks of H. & S.	Fair.	From 1885.
Wyo.	1895.	Separate.	No.			Yes.

Eight states and territories not heard from, after sending three inquiry sheets.

All publish except R. I.	All separate now, except N. H.; six have at times combined.	Indexed now in all states except Idaho.	Indexing done by: Clerks of H. & S., 21; Printer, 3; Sec. of State, 8; Special appointees, 2.	Well done? Yes, 11; No, 9; Fair, 13.	Name of state in title, No, 18; Yes, 18.
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PUBLICATION AND CONDITION OF DOCUMENTS.

STATE.	Department of official reports bound.	Are documents continuously pagged?	Is there a general index?	Does name of state appear in back title?	Do documents include all reports?	Are contents of documents fixed by law?
Ala.	1869.	No.	No.	No.	Yes.	No.
Ariz.						
Ark.						
Cal.	1849-64 annually, 1866 biennially.	No.	No.	No.	Yes.	No.
Col.	None.					
Ct.	1850.	No.	No.	No.	Yes.	
Del.	None.					
Fla.						
Ga.	1875.	No.	No.	No.	Yes.	No.
Idaho.	None.					
Ill.	1838.	No.	No.	Yes.	No.	Yes.
Ind.	1836.	A few of the earlier.	No.	No.	No.	No.
I. T.						
Ia.	1854.	No.	No.	Yes.	No.	Yes.
Kan.	1861.	No.	No.	Yes.	No.	Yes.
Ky.	1839.	No.	No.	No.	Yes.	Yes.
La.						
Me.	1833.	No.	No.	No.	Yes.	Yes.
Md.	1825.	No.	No.	No.	Yes.	Yes.
Mass.	1857.	No.	No.	No.	Yes.	Yes.
Mich.	1842.	No.	No.	No.	No.	Yes.

PUBLICATION AND CONDITION OF DOCUMENTS.—Continued.

STATE.	Department of- ficial reports bound.	Are documents continuously paged?	Is there a gen- eral index?	Does name of state appear in back title?	Do documents include all re- ports?	Are contents of documents fixed by law?
Minn.....		Yes.....	For each vol....	Yes.....	Yes.....	Yes.
Miss.....	1870.....	No.....	No.....	Yes.....	Yes.....	
Mo.....	None.....					
Mont.....	None.....					
Neb.....	1871, only for our own li- brary.					
Nev.....	1864.....	No.....	No.....	Yes.....	Yes.....	Yes.
N. H.....	1859, generally.	No.....	No.....	Yes.....	Yes.....	Yes.
N. J.....	1839.....	No.....	No.....	No.....	No.....	No.
N. M.....						
N. Y.....	1830.....	No.....	No.....	No.....	Yes.....	No.
N. C.....		No.....	No.....	No.....	Yes.....	No.
N. D.....						
O.....	1836.....	Yes.....	No.....	No.....	No.....	Yes.
O. T.....	None.....					
Or.....	Recent years...	No.....	No.....	No.....	Yes.....	
Pa.....	1886.....	No.....	No.....	Yes.....	Only dep't re- ports.	Yes.
R. I.....	1750.....	No.....	No.....	Yes.....	No.....	No.
S. C.....	1813.....	Yes.....	No.....	No.....	Yes.....	Yes.
S. D.....						
Tenn.....	1852.....	After 1895.....	Yes.....	Recent ones do.....	Yes.....	Yes.
Tex.....	1884.....	Yes.....	No.....	Generally.....	Yes.....	No.
Utah.....	1897.....	No.....	No.....	Yes.....	Yes.....	No.
Vt.....	1863.....	No.....	No.....	Yes.....	Yes.....	
Va.....	1870.....	No.....	No.....	No.....	Yes.....	No.
Wash.....	None.....					
W. Va.....	1872.....	No.....	No.....	No.....	Yes.....	Yes.
Wis.....	1853.....	No.....	No.....	Since 1866.....	Yes.....	Yes.
Wyo.....	None.....					
Documents bound under some name: Yes, 28; No, 6.		Continuously paged: Yes, 5; No, 23.	One general in- dex: Yes, 1; No, 28.	Name of state in back title: Yes, 14; No, 16.	Do documents include all re- ports? Yes, 20; No, 8.	Contents fixed by law? Yes, 17; No, 11.

EXCHANGE AND DISTRIBUTION OF STATE PUBLICATIONS.

STATE.	Do you ex- change with other states?	Do you send in exchange all you print?	What state offi- cer sends and receives ex- changes?	From how many states do you re- ceive fairly full exchange?	To whom do you distribute in your state?	Do you shelve and make acces- sible these ex- changes?
Ala.....	Codes and re- ports.		Sec. of State & State Libra- rian.	42.....	Sec. of State does that.	Yes.
Ariz.....						
Ark.....						
Cal.....	Yes.....	No.....	Sec. of State.	45.....	State and Co. offi- cers, State Insti- tutions, Libs. on application.	Yes.
Col.....	Yes.....	All we have ac- cess to.	Sec. of State...	13.....	State Institutions and Libraries.	Yes.
Ct.....	No provision by law.		Sec. of State...		Libraries and Hist. Soc.	
Del.....	Only laws and court reports.	All accessible..	Each officer his own.	47.....	Hist. Soc., Law Li- brary, Del. Col- lege.	Yes.
Fla.....						
Ga.....	No provisions of law.	No.....	State Librarian.		State officers and courts.	No.
Idaho.....	Only laws and reports.	Each dep't as it likes.	Each officer his own.			Will do so soon.
Ill.....	Laws and re- ports.	No.....	Sec. of State...	3.....	Officers and Libra- ries.	Yes.
Ind.....	Yes.....	Yes.....	State Librarian.	25.....	Officers, Institu- tions, and Libra- ries.	Yes.
I. T.....						
Ia.....	Yes.....	Yes.....	Sec. of State...	26.....	Officers and Institu- tions.	Yes.
Kan.....	Yes.....	Yes.....	State Librarian.	27.....	Members of Legis- lature.	Yes.

EXCHANGE AND DISTRIBUTION OF STATE PUBLICATIONS.—*Continued.*

STATE.	Do you exchange with other states?	Do you send in exchange all your print?	What state officer sends and receives exchanges?	From how many states do you receive fairly full exchange?	To whom do you distribute in your state?	Do you shelve and make accessible these exchanges?
Ky.....	Yes.....	Yes.....	State Librarian.		None.....	Yes.....
La.....	Yes.....	Yes.....	State Librarian.	47.....	Officers, Institutions, Libraries.	Yes.....
Me.....	Yes.....	Yes.....	State Librarian.	47.....	To any one on application.	Yes.....
Md.....	Yes.....	Yes.....	State Librarian.	47.....	Officers and Libraries.	Yes.....
Mass.....	Yes.....	Yes.....	Sec. of State...	47.....	Associate Libraries.	Yes.....
Mich.....	Yes.....	Yes.....	State Librarian.	47.....	Officers and Institutions.	Yes.....
Minn.....	Yes.....	Yes.....	State Librarian.	45.....	Officers of State and Co.	No room.
Miss.....	Yes.....	Yes.....	Sec. of State...	47.....		Yes.....
Mo.....	Laws and court reports.	Each dep't as it chooses.	Sec. of State...	30.....	State Schools and the press.	Yes.....
Mont.....	We reciprocate.	Yes.....	State Librarian.	47.....	Libraries.....	Yes.....
Neb.....	Yes.....	Yes.....	State Librarian.	21.....	State and Co. officers.	Yes.....
Nev.....	Yes.....	Yes.....	Sec. of State...	47.....	Towns, Libraries and officers.	Yes.....
N. H.....	Yes.....	Yes, generally.	State Librarian.	21.....	Officers and Colleges.	Yes.....
N. J.....	Yes.....	No.....	State Librarian.	47.....	Officers and Colleges.	Yes.....
N. M.....	Yes.....	No.....	State Librarian.	38.....	Colleges having lib. of more than 5000 vols.	No.....
N. Y.....	Laws and court reports.	No.....	Sec. of State...	28.....	Libraries on request.	Yes.....
N. C.....	Yes.....	Yes.....	State Librarian.	42.....	State and Co. officers.	Yes.....
N. D.....	Yes.....	Yes.....	Ter. Librarian.	33.....	All Educational Institutions.	Yes.....
O.....	Yes.....	Yes.....	Sec. of State...	47.....	Colleges and Libraries.	Yes.....
O. T.....	No provision by law.	Yes.....	State Librarian.	18.....	Officers and Libraries.	Yes.....
Or.....	Yes.....	Yes.....	Sec. of State...	17.....	Officers and Colleges.	Yes.....
Pa.....	Yes.....	Yes.....	State Librarian.	43.....	State and Co. officers.	Yes.....
R. I.....	Yes.....	Yes.....	State Librarian.	48.....	Officers and Institutions.	Yes.....
S. C.....	Yes.....	Yes.....	State Librarian.		Officers and Institutions.	Yes.....
S. D.....	Yes.....	As the law directs.	State Librarian.		Colleges and Libraries.	Yes.....
Tenn.....	Yes.....	No.....	Sec. of State...		Colleges.....	Some yes, some no.
Tex.....	Discretion of Sec. of State.	Yes.....	Sec. of State...	47.....	Officers.....	Yes.....
Utah.....	Yes.....	Yes.....	Sec. of State...	47.....	Officers and Institutions.	Yes.....
Vt.....	Yes.....	Yes.....	State Librarian.	33.....	Colleges and Libraries.	Yes.....
Va.....	Yes.....	Yes.....	Sec. of State...	47.....	Colleges.....	Some yes, some no.
Wash.....	Laws and court reports.	No.....	Sec. of State...	47.....	Officers.....	Yes.....
W. Va.....	Laws and court reports.	No.....	State Librarian, Sec. of State	23.....	Officers and Institutions.	Yes.....
Wis.....	We reciprocate.	Yes.....	State Librarian.	8.....	Officers, Institutions and Libraries.	Yes.....
Wyo.....	On request.....	On request.....	Sec. of State...	11.....	Officers and Institutions.	Yes.....
	Do you exchange with states? Laws and court reports, 7; Journals also, 25; Reciprocate, 2; On request, 1; Discretion of Sec., 4.	Exchange all printed matter? Yes, 24; No, 12.	What officer exchanges? Sec. State, 19; State Lib'n., 21; Each d'pt., 2.	All, 18; Rest ranging from 3 to 30.	Officers, all; Libraries, 15; Colleges, 5.	Are these exchanges shelved and made useful? Yes, 35; No, 4.

COMMITTEE: { W. E. HENRY, *Indiana State Library.*
C. B. GALBREATH, *Ohio State Library.*
ARTHUR H. CHASE, *New Hampshire State Library.*

REPORT OF THE CO-OPERATION COMMITTEE.

By THOMAS L. MONTGOMERY, *Chairman, Wagner Institute, Philadelphia.*

THE report of the Co-operation Committee differs very radically from that of former years in that it is but a preface to a number of papers on co-operative work.

At the meeting of the executive board of the A. L. A. held at Harvard College on Nov. 25, it was decided to have a whole session of this conference given up to the presentation and discussion of the co-operative work of the past year. From a number of letters received through Mr. Andrews, who was last year the chairman of this committee, it was thought that a good many co-operative measures had been undertaken in the west and in the central states, which might be made known to the whole profession by means of special papers in a session of this kind. In this the committee was disappointed, and the few replies received in answer to 53 letters presented the most meagre details. The committee have, however, secured a number of papers which promise a most interesting session, the leaders of the discussions in each instance being practical workers in the departments of which they speak. It only remains for the committee to touch incidentally on the co-operative work that has come to its attention during the past year concerning which no special papers will be presented.

In California Mr. George T. Clark states that a bibliography of works relating to California is being prepared through the industry and enthusiasm of one of the members of the California Library Club, and 5000 titles have already been reported upon.

In Massachusetts the Library Art Club, of which Miss Sargent is the secretary, is accomplishing much for the smaller libraries.

In Maine, Mr. George T. Little reports that the librarians are trying to arrange a co-operative list of expensive books and serial publications in order that these may be made available to the libraries of the state which might thereby be saved the continual borrowing from the Boston Public Library and from Harvard. The plan looks to the prevention of the duplication of such sets as the Transactions of the Royal Society and the seeing that each librarian is in-

formed of what the other is buying in the way of works of reference. In Bay City, Michigan, Mrs. MacDonnell reports that the librarians are working for the passage of a bill to promote the establishment and efficiency of public libraries.

Mr. Utley, of Detroit, Mr. Hill, of Newark, Miss Countryman, of Minneapolis, and Mr. Chase, of Concord, N. H., report that no co-operative measures have been forwarded in those sections during the year. Mr. Whitaker, of the University of Colorado, writes that the Colorado Library Association has been planning a union list of periodicals, but that it has not as yet materialized.

A circular has been received from Miss Boardman, of the state library at Columbus, O., entitled "The Library Extension Committee, Ohio Library Commission," which contains a number of questions, the answers to which will enable the Ohio Library Association to keep exact statistics of all libraries in the state.

Mrs. Fairchild, of the New York State Library School, reports that the school is working in co-operation with two committees of the American Historical Association, first with the Committee on the Teaching of History in Secondary Schools and Colleges. Mr. Wyer, of the class of 1898, at the request of this committee, compiled a bibliography on the subject. The report and bibliography is to be published by Macmillan. A similar piece of work has been begun for the Committee on History of Colonies and Dependencies, the chairman of the committee being Henry E. Bourne, of Adelbert College. Three members of the class of 1900, Miss Haines, Miss Saxon and Miss Mudge, will do the work. The school will also co-operate with the A. L. A. Publishing Section in indexing some of the sets by which the section proposes to extend its work.

A very interesting leaflet has reached the committee, describing some correspondence with regard to the Library Division of the Seaboard Air Line. The first president of the board, Mr. St. John, has gathered together 10 travelling libraries, each containing 100 or more books, which are moved from point to point and placed

in charge of an assistant industrial agent of the company. Mr. Andrew Carnegie made it possible to mention this in a report of the committee on co-operation, by contributing \$1000, to be used in extending the work. Mrs. Heard, of Middleton, Ga., who has charge of the libraries, is given full credit for their successful operation.

In looking up the word "co-operation," to find out what might be expected of the committee, the chairman found that "co-operation" in industry means "the equitable distribution of all gain among those who earn it." While this definition might apply to those who have been reaping fortunes in connection with the Publishing Section and to the bank accounts fattened by "Poole's index," we felt that it had its limitations when applied to other schemes of work. Herbert Spencer prefers to use the word in its widest sense as signifying the combining activity of citizens under whatever system of regulation. We would prefer, however, to describe co-operation, when referring to library matters, as an active interest felt in any scheme of work by an individual, with the power to impart his or her enthusiasm to others. Under this latter definition, it would seem that the name of Miss Wallace should be mentioned first in the extension of co-operative work in the South during the past year.

The co-operative work which the University of Illinois State Library School has done since its foundation has been in connection with the following interests: Chicago Children's Aid Society, Central Art Association, Northwestern University Settlement, Chicago University Settlement, Helen Heath Settlement, Aloha Club, Chicago Commons, all these being within Chicago; Illinois State Library Association, Illinois State Teachers' Association, Urbana Public Library, and Travelling libraries*. The work with each may be briefly outlined:

Chicago Children's Aid Society.—The home library work, started by this society in 1893, was in 1894 taken over by students of the library school. Groups of children were formed in the worst parts of Chicago, on the South Side, the West Side, and the North Side. Library students solicited books and money, and gave their time as visitors. The work flourished up to the time that the school moved from Chicago. The Chicago Library Club has since taken charge of the home libraries, centring them at

the Chicago Normal School, where they are under the supervision of Miss Irene Warren, a graduate of the library school, and where they can enlist the normal school students as visitors.

Central Art Association.—The association, which is formed "to promote and disperse a knowledge of art among the people," works with the children's home libraries through its secretary, who meets and explains to different groups of children the making of casts and of newspaper illustrations, and shows them paintings by good artists.

The *Northwestern University Settlement*, the *Chicago University Settlement*, the *Helen Heath Settlement*, the *Aloha Club* of working girls, and the *Chicago Commons* each asked the help of the library school in arranging and caring for their books. The students willingly gave their time, and organized in each instance a library of several hundred volumes, and retained partial supervision of it afterward.

Illinois State Library Association.—The school has aided in and conducted the work of the "bureau of information" started by the association in 1896, and it has been charged with the compilation of statistics on libraries in the state collected by the association and its members, according to the plan adopted in 1897, and its share of this work will be ready in June.

Illinois State Teachers' Association.—In connection with a supervisory committee appointed by this association, one of the library students is preparing a library manual for the use of the teachers in the high school and the grades, which is to include chapters on different classes of reference books and chapters on the care of books and periodicals in the schools.

Urbana Public Library.—The seniors in the library school have served during this year under the authorization of the board of trustees of the Urbana Public Library in opening the library from 3 to 6 each afternoon during 10 months of the year. The library had been open only from 6 to 9, and the library funds forbade engaging extra help for extra hours, so the trustees gladly accepted the offer under conditions which would protect their readers from too frequent changes at the loan desk.

Travelling libraries.—In February, 1899, the students of the library school contributed money to buy a library of 50-60 volumes to begin circulating in Champaign county, and through their example the Champaign Social

* Abstract,

Science Club was led to contribute Travelling library no. 2 for the same county. As the Illinois legislature has again failed to pass a bill for a library commission and travelling libraries, the school will continue its active interest in the matter by trying to secure more collections of books for exchange. It has now secured the co-operation of the Illinois Agricultural Experiment Station for a vigorous campaign. The director of the station has promised to speak of travelling libraries at every farmer's institute in the state, and to solicit books and money from associations and individuals.

Mr. Henry, the state librarian of Indiana, proposes a plan for utilizing the books now wasted as duplicates. It goes a step further than any clearing-house scheme hitherto undertaken in that it includes annual reports and pamphlets as well as books. (*See L. J.*, 23:576.) Mr. Henry states that the library is not wholly unselfish in this effort, as it will claim the first right to satisfy its own needs from the materials sent in.

At the second conference of the Societa Bibliographica Italiana, held at Turin, Sept. 8, 1898, it was decided that a special committee should be appointed to investigate and report upon the chemical reagents that may be employed without damage to manuscripts. Regarding the deterioration of paper the association voted to recommend that the government regulate by law the character of the paper to be used for the public acts, for the documents to be preserved in the archives, and for a given number of books which the printers are required to contribute to government libraries.

The formation of a National Association of State Librarians was accomplished at Washington, Nov. 16, 1898, at a meeting at which 10 states were represented. Most of the time of the conference was given up to discussions of questions relating to the more perfect organization of state legislative documents and the more complete distribution to all states of all publications issued by each state. The organization is in no way opposed to the A. L. A.

Mr. James Warrington, of Philadelphia, has started a list of works on psalmody. This he proposes to make the foundation of a union list of books on that subject (*See L. J.*, 24:178). He

asks that librarians report to him any titles not on his list and any other bibliographical information or correction, and proposes to publish the revised list from time to time at his own expense.

It was the intention of the Free Library of Philadelphia a year or two since to prepare a dictionary of historical fiction, but it having been announced that Mrs. Zella A. Dixon was preparing such a work, the matter was not pressed. It seems that there is a large amount of ground uncovered by Mrs. Dixon's book, and in co-operation with a large number of the principals and teachers of schools of Philadelphia, arrangements were made last year for the collection of the necessary material and ultimately for the publication of such a dictionary under the auspices of the board of trustees of the Free Library of Philadelphia. With the assent of the board, over 900 circulars inviting co-operation have been addressed to various persons likely to be interested in the work. At the present time over 230 readers have entered upon the work as invited by that circular, upwards of 1100 novels have been assigned to the readers, and about 500 reports have been received, and, of course, many more are likely to be handed in almost daily. There remains, however, approximately the large number of 5000 volumes still to be assigned and reported on. It seems that in no work could the value of co-operation be more keenly needed than in undertaking such a task as this dictionary of historical fiction. It is a matter in which every librarian by reading five or more books could facilitate a very important work. It is a task involving little or no expenditure of time if divided amongst a large number. The real bulk of the work will fall upon the editor and the editorial committee. It is felt that the work should be cordially endorsed by the A. L. A., and that an energetic effort should be made to obtain the assistance of at least 500 more readers.

In conclusion, the committee report that they have communicated with the editors of *Golden Days* and the *Youth's Companion*, as requested by the vote at the Chautauqua conference. The replies of the editors were unfavorable to any change of the present size or form of either publication.

REPORT OF THE A. L. A. PUBLISHING SECTION.

BY WILLIAM C. LANE, *Treasurer, Librarian of Harvard University.*

AS in previous years, the Publishing Section presents a brief statement in regard to each of its publications. The accompanying table shows for each one the excess of expenditure over receipts, or of receipts over expenditure at the beginning of the year 1898, the operations of the year, and the resulting excess of expenditure or receipts at the end of the year. Separate columns also show the number of copies of each publication sold in 1898 and the number of copies still on hand at the end of the year. A few additional words of explanation in regard to some of the items is all that is required.

A. L. A. index.—As reported last year, all the 750 copies which were printed have been sold. In reply to circulars which were distributed in the autumn, asking those who already owned the work whether they would prefer to receive a supplement to the original book, or a new edition including the material of the old, and sold, of course, at an increased price, the reply was so distinctly in favor of the new edition that the Publishing Section had no hesitation in asking the editor, Mr. W. I. Fletcher, to prepare a new edition rather than a mere supplement. Mr. Fletcher already has the work well in hand, and the new edition may be expected in the spring of 1900. It will probably be about twice the size of the old edition.

Reading for the young.—A supplement to this book was issued in 1897, and had a fair sale when first published. The sales for 1898 have naturally been less, but no expenses in connection with the book have been incurred, so that the net receipts have diminished the sum now invested in this publication to about \$500.

List of subject headings.—A new edition of this List, with an appendix of tables for the arrangement of subheads under Countries and states, Cities, the Bible, Shakespeare, Languages, and under the Country and Language subdivisions of the forms Literature, was issued in June, 1898. About 350 of the 500 copies printed were sold before Jan. 1, and since that time it has been found necessary to print a second lot of 500 copies to supply the steady demand.

Books for girls and women.—It will be noticed that the sale of this book, 381 copies, considerably exceeds the sales of the previous 16 months, which only amounted to 277 copies.

Books for boys and girls.—This little handbook, which is sold at three cents when taken in lots of 100 or more, has had a fairly good sale, so that we have had to print a third thousand; but we should like to see it in use in large quantities by a still greater number of libraries.

Printed cards for books.—1330 titles have been cataloged during the year, about the same as the average of recent years. We intend to include all books sent to us by publishers which are in any degree suitable for public libraries. Of those received, a few considered too technical are omitted; and we also omit most of the school text-books, juvenile picture-books, and books of devotion which reach us, but in general these are not sent by publishers. English books which bear an American imprint or are regularly handled by an American house we include as well as American books, but we do not try to catalog English books which are not regularly on sale in this country.

Printed cards for periodicals.—The character of this work, which was begun in February, 1898, was described at some length in last year's report. Up to Dec. 31, 1898, the total number of titles cataloged was 2645, and the number of cards printed and distributed amounted to 168,845. The 16 subscribers to the full set, as reported last year, has now increased to 20, and all the extra sets which were printed at the beginning have been taken up. On the other hand, we have only 16 partial subscribers, *i. e.*, such as take the cards for certain specified publications only. While the number of full subscribers is beyond what we had expected, the number of partial subscribers is far less. On Jan. 1 the price of the cards was reduced from \$3 to \$2.50 per hundred titles for the full subscribers, and from \$4.50 to \$4 per hundred for the partial subscribers. A further reduction in the latter price would possibly have the effect of increasing considerably the number of these subscribers, but the labor involved in the distribution of cards to them is so much greater than in the case of the others that the price is necessarily higher. At the beginning of the year 1899 the five libraries which contribute the material for the work consulted in regard to dropping a few of the periodicals which had been found less useful or

had been included by error, and recommended the inclusion of a number of other publications, mostly those of American scientific societies and of American colleges. While the number of serials is thus increased from 184 to 236, the actual number of titles to be cataloged in the course of the year will not, it is thought, be much enlarged. The character of the list as a whole has been very much strengthened by the changes, and the special attention of partial subscribers, and of those who might become so, is invited to the additional list of periodicals now included.

In response to a pressing demand from several subscribers the experiment has been made, beginning with the cards sent out March 25, of printing at the bottom of the card a subject heading as a guide in classifying the titles. These headings are, for the most part, simply those which the library that catalogs the titles would use for its own catalog. As the work is done by five libraries, each with a catalog on a different system, it will be seen that consistency in the form of these headings cannot be expected. They must be taken as simple suggestions to help the cataloger, and not as guides to be implicitly followed. As suggestions, it is hoped that they may be of sufficient value to repay the trouble of printing.

As supplementary to these printed cards for *current* publications, the Publishing Section has recently offered to furnish cards for certain complete sets extending back over a number of years, and for books of composite authorship. Among the sets included in the first offer are the proceedings of the American Association for the Advancement of Science, 1875 to 1898 (the addresses of the vice-presidents only to be cataloged), the Bulletin and Memoirs of the New York State Museum from 1887 to 1898, the annual reports of the Smithsonian Institution and of the U. S. National Museum from 1886 to the present day, and the annual reports of the Bureau of Ethnology from 1879 to 1895. The books of a composite character for which cards are offered are Depew's "One hundred years of American commerce," the "Liber scriptorum" of the Authors Club, the "Oxford House papers," three series, and a number of German *Festschriften*. For the latter, which are not likely to be found outside college libraries, we cannot expect many subscribers; but for the others, and for the scientific proceedings and reports which are in a large number of libraries, we ought to have a correspondingly large number of subscriptions. With this in view, the price has been made as low as possible,

viz: \$1 per hundred cards. It is safe to say that very few libraries that own these annual reports and proceedings have felt that they could catalog them in the ordinary way. It will be interesting to see if this cheaper and uniform method of cataloging meets with favor for such cases. It should be added that subject headings will be printed at the bottom of the card, as is done on the cards for printed books; and, the work being done under the direct supervision of the Publishing Section, a greater degree of consistency may be expected than is possible on the cards for periodicals.

New ways in which printed catalog cards can be made useful are constantly being suggested. The Warner Library Club some months ago asked whether the Publishing Section would prepare and print cards for the separate authors included in its "Library of the world's best literature," so that references to the articles contained in this extensive work might be placed directly in the catalogs of the libraries owning it. The Publishing Section agreed to prepare and print cards if the Warner Club would buy the edition outright, and superintend the sale and distribution of them. One hundred sets of the cards have just been printed and delivered to the publishers of the Warner Library, and we are informed that most of them have already been subscribed for.

The Massachusetts Library Club has also been discussing whether it would not be useful to issue printed catalog cards for the reports included in the Massachusetts state documents and for the special articles contained in many of them. With the co-operation of the state librarian, who agreed to pay for the expense of printing and free distribution to all the libraries in the state which received the documents, the library club undertook to provide for the cataloging; and the cards will probably be printed for the club by the Publishing Section. The idea is to include cards both under author and subject headings for each of the regular current reports, with notes, giving the date when the report was first included in the state documents and other similar items of interest. Cards will also be printed for the monographs, which appear in considerable number in some of the reports, such as those of the Board of Health and the Department of Agriculture. It is intended that from year to year new cards shall be issued and distributed for the new monographs that appear, but for the regular annual reports no new cards will be needed. The necessary subject headings will be printed at the top of the card.

It has recently been suggested that an index of agricultural literature, either on cards or in book form, was a desideratum; and it is probable that the support of a sufficient number of theological libraries and of students of theology could be secured to warrant a card index of theological periodicals, carried out in the same way as the cards now prepared for articles in other current periodical publications. If we should undertake to catalog in this way a group of theological periodicals, we might increase the value of the cards by including among them the theological articles which appear from time to time in the more general periodicals already indexed.

The possible extension of printed catalog cards applied to the indexing of current literature raises interesting questions in regard to the relative convenience of material printed in this form and material printed annually in book form, as in the "Annual literary index." It is evident that if the number of cards annually issued should greatly increase, the labor of assigning subject headings to them and incorporating them in the catalog of the library would in time become very burdensome, so that it would probably become necessary to apply some uniform scheme of subject headings such as that provided in the Decimal classification, in the Expansive classification, or in the scheme proposed by the Royal Society. Even with subject headings already provided the card system, if very greatly extended, would almost surely break down. Under the Royal Society's plan of indexing scientific literature, for example, 160,000 cards a year would have to be dealt with, and there are few, if any, libraries which could undertake to arrange and preserve from year to year so bulky a collection of cards as this. Further consideration of the subject need not be had in this place, but the discussion of the Royal Society's plans may lead to some useful modification of our present methods.

Annotated cards in English history.—The proposal made last year for taking up and continuing Mr. W. Dawson Johnston's plan of issuing catalog cards for current books on English history, with annotations, has been carried out, Mr. Johnston selecting the titles and supplying annotations. The 26 titles of books published in 1897 have been issued, and about 60 titles for the books of 1898 will be published in four quarterly instalments, of which two are already out. The note attempts to express concisely the contents and character of the book, its scope and value, and its relation to other au-

thorities on the same subject. Reference is also made to all important reviews of the book which have appeared up to the time when the card is printed. The cards are ordinarily issued not less than six months after the publication of the books, and it is intended that they shall form a permanently valuable record, such as will be always useful in a card catalog. Few subscriptions have been received so far, but enough to cover the expense of publication. The value of the cards is such that a large number of subscriptions ought to be received as soon as it is realized how useful they may be. Of the cards for 1897 and 1898 only 100 sets have been printed, so that those libraries that wish to be sure of obtaining them should not delay in sending in their subscriptions.

Supplement to the A. L. A. catalog.—It was expected that this Supplement would be ready for distribution early in the year, but the committee reports that it has been unavoidably delayed in its work, because it has undertaken to secure the judgment of experts in making up the lists. It is evident that the authority and value of the Supplement as a guide in the selection of books is in this way much increased, but it is unfortunate that its issue should be so long delayed. It is another illustration of the fact that the association ought itself to have the means to employ and suitably remunerate persons competent to take charge and carry out work of this kind, instead of having to depend upon those who are already heavily burdened with duties which demand all their strength. Advice and direction is all that should be asked of a committee such as this, composed of active librarians. Yet some one endowed with skill and judgment must give much time to preparing the material to be submitted to the experts whose advice is asked, and to putting the whole in form for the press. This work the association ought to provide for; but so far is it from being able to do this, that when the question of printing the Supplement was presented to the Publishing Section a year ago, the Section did not feel justified at that time in undertaking even so much, and the association has to thank the New York State Library for accepting the Supplement to be issued as one of its own publications, and allowing us to have extra copies printed for our use.

Portrait index, and other works in preparation.—Work on the Portrait index has gone on quietly and continuously throughout the year, with the co-operation of a number of helpers in different parts of the country. Material amounting to about 30,000 cards has been re-

ceived, and it is now time that some one should be regularly employed on the work of consolidation and revision. The assistant secretary of the Section has too many other demands upon her time to put any steady work on the Portrait index.

Acting on the suggestion made by Mrs. Fairchild, the executive board appointed a committee to consider the issue of a series of short library tracts dealing with elementary topics, and of a character to arouse interest among people unfamiliar with library affairs, and to give preliminary information in regard to the organization and usefulness of public libraries. The committee will report direct to the association, and it is hoped that the printing of the tracts may be begun immediately by the Publishing Section.

Several other publications have been suggested to the Section, among them a list of reference books for the guidance of library students and catalogers, and an index to the more important articles in the various library journals, English and American, and to other articles on library administration which have appeared in other bibliographical periodicals.

Up to the present time all our publications, except the "A. L. A. index," have been handled for us by the Library Bureau, and the association is under lasting obligations to the Bureau for the pains and interest taken on our behalf. The Library Bureau, however, is not primarily a publishing house; and while it is in direct communication with the libraries of the country perhaps more completely than any other one agency, it naturally does not reach the book trade, and it is thought that many of our publications might have had a larger sale if we could have come into more direct relations with the bookseller. Arrangements are therefore being made with Messrs. Houghton, Mifflin & Co. to handle our publications in the future, except such as are of purely technical interest and would be bought only by libraries and library workers, like the "List of subject headings" and the several series of printed catalog cards. It is expected, however, that the Library Bureau will continue to keep on sale all the publications of the Library Association as in the past.

In accordance with votes passed by the executive board, the trustees of the Endowment Fund, having held the interest received on account of the fund until it was sufficient to cover the \$1000 (the sum of the three loans which it had formerly made to the Publishing Section), plus \$110.83, the amount of the interest on the

same loans, cancelled the notes which they held and returned them to the Publishing Section. In other words, they appropriated \$1110.83 of their income to the uses of the Publishing Section, which enabled the Publishing Section to repay the loans formerly received from the Endowment Fund. In February, 1899, the trustees made a further payment from their income of \$70.90 to the Publishing Section for its uses.

This brief survey of the activities of the Publishing Section, and of the new duties which it may be called upon to take up, make it evident that some new arrangement for the future is desirable. The work has clearly outgrown the conditions under which it is at present carried on. In January, 1899, in making a statement to the trustees of the Endowment Fund in regard to the details of our work, I said:

"This rapid review of the work of the Section may serve to show how much it has developed, especially during the last three years. It has worked under conditions which in some respects have greatly favored it, but are likely to hamper its further development. It has enjoyed the hospitality of the Boston Athenæum for over two years, and so has been spared all expense for rent, light, and heat, but the space there available is strictly limited, and as the material which it handles accumulates, it must seek better accommodation elsewhere, but not without increased expenditure. An assistant secretary has been employed for two years, but from the beginning the labor of superintendence on the part of the secretary-treasurer has been gratuitous, and his labor now exceeds what a man with other engrossing cares can give. Greater progress might have been made, and the work of the Section been more efficiently conducted, if the whole time, or a large portion of the time of a skilful manager could have been devoted to its affairs; but such a measure has been absolutely beyond the power of the association to carry out. With the work which the Publishing Section now has before it, however, it is essential that some such arrangement should be made, and it is not likely that the profits to be derived from the Section's undertakings will allow of adequate expenditure for superintendence and for rent, because, as has been said already, the very object of the Section's existence is to take up projects which do not appeal to the publisher who conducts his business for profit. That some of its publications have paid expenses is due to the

fact that expenses have been kept down by the conditions under which we have worked and that a profit has not been asked for.

"It should also be pointed out that there is much work of a routine nature now done by the secretary and treasurer of the association which takes more of the time and strength of those officers than is right, that would naturally be turned over to the Publishing Section, had it a sufficient staff. The Publishing Section office would thus become the central office for all the activities of the Library Association, would relieve its officers of unnecessary drudgery, and would insure these various interests being systematically looked after."

To provide for the increased expenditure which is involved, either the Endowment Fund must be increased so as to provide a larger income, or, if this is not immediately possible, we should in some way obtain a guarantee from one or more individuals interested in the work of the association, that the expenditure for rent and additional assistance shall be met. The statement for last year shows a balance of

\$718 of receipts over expenses, but the reason of this is that no new book publications have been taken up in which money has been sunk, and that the printed cards have shown some profit. During the coming year considerable sums not to be immediately repaid will have to be put into the new edition of the A. L. A. index, into the Portrait index, and, perhaps, into other undertakings, and since the treasury of the Publishing Section is independent of the treasury of the association, we cannot enter upon these new undertakings without having some definite assurance behind us of the necessary capital. If \$1000 or \$1500 could be guaranteed to the Section to make good any possible deficit, the work the Section has planned at present could be pushed on vigorously and efficiently during the coming year, and it is quite possible that only a small part of the sum guaranteed would have to be actually called for. That either by this means or in some other way the proper development of the Section's work shall be provided for is to be urgently hoped.

STATEMENT OF ACCOUNTS, JANUARY 1 TO DECEMBER 31, 1898.

<i>Publications.</i>	Copies sold in 1898.	Copies on hand Dec. 31, 1898.	Balances, Jan. 1, 1898, being excess of expenditures or receipts to date.		Operations, Jan. 1 to Dec. 31, 1898.		Balances, Dec. 31, 1898, being excess of expenditures or receipts to date.	
			Spent.	Received.	Expenses.	Receipts.	Spent.	Received.
A. L. A. index.....	1	0			\$4.55	\$4.55		
2d edition. Prelim. expenses.					88.84		\$88.84	
Reading for the young.....	203	571	\$666.26			167.47	498.79	
List of subject headings.....	403	143		\$128.41	514.00	470.60		\$85.01
Books for girls and women.....	381	614			167.64	167.64		
Paper and ink.....	2		7.17			.18	6.99	
Fine arts bibliography.....	127	349	534.69			82.72	451.97	
Books for boys and girls.....	791	1,235	39.17		13.50	27.17	25.50	
Portrait index. Prelim. expenses.			337.77		26.40		364.17	
Printed cards for books.....	175,577			193.60	811.71	940.27		322.16
Printed cards for periodicals.....	168,845		3.90		1,245.55	1,598.32		348.87
Annotated English hist'y cards.....					77.35	186.52		109.17
List of French fiction.....	456	508				22.43		22.43
A. L. A. Proceedings.....	1	1,350			.75	.50	.25	
Totals.....			\$1,588.96	\$322.01	\$2,950.29	\$3,668.37	\$1,436.51	\$887.64
General balance.....				1,266.95	718.08			548.87
			\$1,588.96	\$1,589.96	\$3,668.37	\$3,668.37	\$1,436.51	\$1,436.51

<i>Assets and Liabilities.</i>	Bal. Jan. 1, 1898.		Operations of 1898.		Bal. Dec. 31, 1898.	
	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.
General expense and income account.....		\$395.36	\$1,145.28	\$2,646.11		\$1,896.19
Endowment fund.....		1,000.00	1,110.83	110.83		
Old members' accounts.....		90.69	36.76			53.93
Due to George Hies.....			90.26	11.43		70.60
Balance of cash.....	\$61.17		2,308.38	1,950.30	\$419.25	
Due on savings bank account.....	11.09		.83	11.92		
Due from Library Bureau.....	296.27		1,188.85	1,455.09	30.10	
Due on bills and subscriptions.....					1,022.50	
Totals.....	\$368.53	\$1,635.48			\$1,471.85	\$2,090.72
General balance.....	1,266.95				548.87	
	\$1,635.48	\$1,635.48			\$2,020.72	\$2,090.72

REPORT OF COMMITTEE ON PUBLIC DOCUMENTS.

BY R. R. BOWKER, *Chairman, Editor Library Journal.*

THE Committee on Public Documents has this year nothing to report in the way of actual progress in legislation. Congress has had before it the bill prepared by Mr. Crandall extending the original law, and several minor bills, but it has not attempted, in the short session of an expiring Congress, to give attention to any. The committee is gratified to state that it has assurances from Senator Lodge, chairman of the Joint Committee on Printing, that his committee will be prepared to give careful attention to this subject in the long session opening the present year, and that he will be glad to have the counsel and co-operation of the American Library Association in making from the several bills a draft for proposed legislation. The legislation already on the statute books has done much toward bringing the publication of government documents into a comprehensive system, such as was outlined in the report made to the San Francisco conference of the A. L. A., which appears in *Library Journal*, 16:C16.

The committee is gratified to be able to state that the various improvements in the cataloging and distribution of public documents in the office of the Superintendent of Documents has been continued and developed under Mr. Ferrell's superintendency. While regretting changes in offices where continuity seemed peculiarly desirable, the committee, in representing the association, has been glad to accept the evidence of good management which Mr. Ferrell has shown as Mr. Crandall's successor. Particular care has been taken within the office, by careful registry and indexing of names, to prevent that waste of public documents which comes from throwing pell-mell at the head of the ordinary citizen as many copies of one public document as there may be people to suggest his name as the recipient. This was a costly abuse which has been very nearly corrected.

Of the three kinds of catalogs provided for by the law of Jan. 12, 1895, the "Monthly catalogue" has been continued through February, 1899, and a cloth-bound edition, with index tags for the several months, has been issued for 1898; the latest "Document (consolidated) index" for

Congressional sessions is that for the 55th Congress, published in February, 1898, that for the second session being now in the printer's hands; and the latest "Document catalog (comprehensive index)" is that covering the first year of the 54th Congress, July 1, 1895 to June 30, 1896, begun under Mr. Crandall's and completed under Mr. Ferrell's administration.

Superintendent Ferrell proposes a change in method by which the document catalog (comprehensive index), which under the law should be published annually, should be after the completion of that for the 54th Congress published biennially. Under the present plan, many measures originating in one session of Congress are not disposed of until another session, so that much work is duplicated and much inconvenience caused by having two separate references instead of one to the same matter in the same Congress. It is proposed to continue the sessional indexes as heretofore, and these give practically and more promptly the sessional information duplicated in the comprehensive catalog under the present method. Under the new plan all the publications connected with any one Congress during its two years of existence would be included in one volume and with these the non-Congressional documents for two fiscal years. The proposed change seems entirely worthy of commendation.

The following resolutions are submitted:

Resolved, That the A. L. A. approves and commends the proposal of the Superintendent of Documents, that the "Comprehensive index" of public documents should be published biennially, covering an entire Congress, instead of annually, covering only one or two sessions, and urges that the "Document (consolidated) index" provided for each session be printed and distributed by the Government Printing Office as soon after the close of each session as is practicable.

Resolved, That the A. L. A. extends its thanks to Senator Lodge, Chairman of the Joint Committee on Printing, to Public Printer Palmer, and to Superintendent Ferrell, for their courteous invitations for the co-operation of the association in the further improvement of the publication of public documents, and that the Committee on Public Documents be instructed to extend such co-operation.

The committee is able to report, in response to the requirement of the association, as expressed in the resolution passed at Chautauqua, a nearly complete statement of the condition of the state libraries and of the exchange of documents among them:

STATISTICS OF STATE LIBRARIES.

The information given in the accompanying table was obtained in response to queries sent to every state and territory except Alaska, but Florida, North Carolina, and West Virginia failed to respond.

In size, the libraries will be seen to range from New Mexico's 6000 volumes up to New York's collection, which numbers 218,000 exclusive of the 43,500 volumes in her travelling libraries. Mississippi and South Dakota would seem to have no record indicating the number of volumes they possess, and Georgia has not included in her estimate the state documents she possesses. Either law-books or state documents predominate in all the states except New York and Pennsylvania; in Indiana, Kansas, North Carolina, Rhode Island, Utah, and Wisconsin, the law library is a separate institution, in Montana and Ohio it is a separate department; while Georgia and Idaho are obliged by lack of room to store away all books other than law, and Texas and Illinois, on the other hand, have not a law-book in their state libraries. 23 of the libraries claim to have practically all the documents of their own states; New Mexico and Texas seem to have the least complete collections, the latter state having been able only partially to replace the documents lost in 1881 by fire. The states are almost unanimous in their desire for freer interstate exchanges; Pennsylvania has perfected her system; Maine desires to exchange with all countries and has Canada and New Zealand already on her list; Virginia is required by statute to exchange with other states; and Alabama and Massachusetts both supplement their exchanges by purchasing. The state librarian of Texas deplors that exchanges are made by the secretary of state and volumes so acquired retained by the secretary or sent to the supreme court; Minnesota appears to confine her attention to the law documents of other states; while Kansas, under the present administration, is exchanging under protest, although that state has a good record in the past.

On the whole, the table is decidedly encouraging, especially as regards the state libraries beyond the Mississippi, which average fewer volumes than the libraries of longer-settled sections, but hold their own in desire for method and in progressive spirit.

The most satisfactory sources of general information on the subject of state publications are: the Bar Association catalog; the catalog of the Charlemagne Tower collection of colonial laws, published by the Pennsylvania Historical Society in 1890; the appendixes to the

"American catalogue," 1884-90 and 1890-95; the 11-page bibliography of constitutional conventions, contained in the N. Y. State Library Bulletin of additions, no. 2; and the following bibliographies of individual states:

ALABAMA. Bibliography of Alabama. (*In* Report of the American Historical Association, 1897.)

— Bibliography of the statute law of the southern states; by T. L. Cole: Alabama. Wash., Statute Law Book Co., 1897. 8°.

From Publications of the Southern History Assoc., Jan., 1897.

ARKANSAS. Bibliography of the statute law of the southern states; by T. L. Cole: Arkansas. Wash., Statute Law Book Co., 1897. 8°.

From Publications of the Southern History Assoc., April, 1897.

CALIFORNIA. Catalogue of state publications of California, 1850-July 1894. (*In* Report of the Trustees of the Cal. State Library. 1892-94, p. 31-62.)

FLORIDA. Bibliography of the statute law of the southern states; by T. L. Cole: Florida. Wash., Statute Law Book Co., 1897.

From Publications of the Southern History Assoc., July, 1897.

INDIANA. A descriptive catalogue of the official publications of the Territory and State of Indiana; from 1800 to 1890; by Daniel Waite Howe. (*In* Indiana Hist. Soc. publications, v. 2, no. 5, p. 135. Indianapolis, Bowen-Merrill Co., 1890.)

IOWA. Historical bibliography of the statute law of Iowa; by T. L. Cole. (*In* Law bulletin of the State University of Iowa, no. 2, 1891, p. 38-48.)

MAINE. Bibliography of Maine to 1891; by Joseph Williamson. Portland, 1896. 2 v. 8°.

— Executive, legislative, and judicial departments of Maine, [Publications]. (*In* 27th report of the State Librarian, 1895-96, p. 23-32.)

MARYLAND. Handlist of laws, journals, and documents of Maryland to 1800; by J. W. M. Lee. Balt., 1878. 4°. 15 p.

NEW HAMPSHIRE. Official publications, 1789-Oct. 1894. (*In* Annual report of the state librarian, 1889-90 [p. 87-137, 145-152]; 1891 [p. 73-138]; 1892 [p. 75-104, 119-125]; 1894 [p. 99-112].)

NEW JERSEY. A guide for the collection of the early laws of N. J., giving a table of sittings of the Colonial Assembly, 1702-1776, and of the State Legislature, 1776-1844. Trenton, W: S. Sharp, prtr., 1881. 16°. 8 p.

NORTH CAROLINA. Indexes to [list of] documents rel to N. C. during the colonial existence of said state, now on file in offices of Board of Trade and State Paper offices in London; transmitted in 1827 by Mr. Gallatin; now pub. under direction of the public Treasurer. Raleigh, T. Loring, 1843. 8°. 120 p.

OHIO. Publications of the state of Ohio, 1803-1896, with index to the executive documents; comp. by R. P. Hayes. Norwalk, O., 1897. 8°. 71 p.

RHODE ISLAND. Check list of R. I. laws; by J. H. Bongartz. Providence, 1893. 8°. \$1.

TEXAS. Raines, C. W. Conventions and constitutions relating to Texas, and the collation of the laws of the republic and state, all in chronological order. (*In his Bibliography of Texas*, app. no. 1, p. 227-237. Austin, Gammel Book Co., 1896. 8°.)

VERMONT. Bibliography of Vermont; prep. by M. D. Gilman, with additions by others.

Burlington, Free Press Assoc., 1897. 4°. vii, 349 p.

WISCONSIN. [List of publications of the State of Wisconsin, 1853-97; comp. by S. I. Bradley.]

Part of Bibliography of Wis. in preparation for publication.

In addition state library catalogs and the reports of the state librarians of the several states furnish information of varying value.

There is at present in course of preparation at the office of *The Publishers' Weekly*, New York, a list of the publications of each state and territory of the Union, from the beginning to date, being a consolidation and extension of the various lists given in the appendixes to the "American catalogue."

TABLE SHOWING CONDITION OF STATE LIBRARIES.

State.	Librarian.	Total vols.	State docs.	Law-books.	Miscellaneous.	Docs. of own state.	Docs. of other states. ¹
Ala.	J. M. Riggs	30,000	Yes	Yes	Yes	All	Yes
Ari.	C. H. Akers	15,000	Yes	Yes	Yes	All	Yes
Ark.	A. C. Hull, <i>ex-off.</i>	60,000	Yes	Yes	Yes	Most	Yes
Cal.	F. L. Coombs	108,000	Yes	Yes	Yes	All	Yes
Col.	Miss H. E. Stevenson, <i>ass't.</i>	12,000	Chiefly	?	?	Many	Yes
Conn.	C. J. Hoadly	12-15,000	Yes	Yes	?	Many	Yes
Del.	T. W. Jefferson	40,000	Yes	Yes	Yes	Most	Yes
Fla.	Sec. of State, <i>ex-off.</i>	12,000	Yes	9,800	No.	Some	Some
Ga.	J. E. Brown	50,000	Yes	Yes	?	Yes	Yes
Ida.	Mary S. Wood	10,000	No	Yes	No	Most	Yes
Ill.	J. A. Rose	33,000	Yes	No	Yes	Most	Yes
Ind.	W. E. Henry	29,000	Yes	Separate dept.	Yes	Most	Yes
Ia.	J. Brigham	61,500	Yes	?	Yes	All	Yes
Kan.	Mrs. A. L. Diggs	62,000	?	Yes	?	All	Yes
Ky.	Miss P. L. Hardin	100,000	Yes	Yes	Yes	All	Yes
La.	A. F. Phillips	40,000	Yes	Yes	Yes	All	Yes
Me.	L. D. Carver	47,000	Yes	Yes	Yes	All	Yes
Mass.	Mrs. A. B. Jeffers	50,000	Yes	Yes	Yes	Most	Yes
Mich.	C. B. Tillinghast	100,000	Yes	Yes	Yes	Most	Yes
Minn.	Mrs. M. C. Spencer	95,000	Yes	Yes	Yes	All	Yes
Miss.	C. A. Gilman, <i>St. Law Lib.</i>	28,000	Yes	Yes	?	Most	Yes
Miss.	Miss H. D. Bell	Fill 5 rooms.	Yes	Yes	?	All	Yes
Mo.	Mrs. J. Edwards	30,000	Yes	Chiefly	?	Most	Yes
Mont.	Laura E. Howey	8,000	Yes	Separate dept.	Yes	Most	Yes
Neb.	D. A. Campbell	38,600	Yes	Yes	Yes	All	Yes
Nev.	E. Howell	44,000	Yes	Chiefly	?	Most	Yes
N. H.	A. H. Chase	50,691	Yes	Yes	Yes	All	Yes
N. J.	H. C. Buchanan	50,300	Incl. in misc.	26,200	24,100	All	Yes
N. M.	J. Segurd	6,000	Yes	Chiefly	?	Few	Yes
N. Y.	M. Dewey	217,933	Yes	Yes	Chiefly	All	Yes
N. C.	R. A. Cobb	60,000	30,000	Separate lib'y	30,000	Most	Yes
N. Dak.	F. Falley	15,000	Yes	Yes	?	All	Yes
Ohio	C. B. Galbreath	57,168	Yes	Yes	Chiefly	All	Yes
Okla.	G. H. Dodson	7,000	Yes	Yes	Yes	All	Yes
Or.	J. B. Putnam	23,000	Yes	Chiefly	?	Most	Yes
Pa.	E. Reed	23,000	Yes	?	Chiefly	All	Yes
R. I.	J. H. Bongartz, <i>St. Law Lib.</i>	135,000	No	Yes	No	V'y few	No
S. C.	Miss N. Montgomery	26,000	Yes	Yes	Yes	Most	Yes
S. Dak.	P. Lawrence, <i>ass't sec. of st.</i>	60,000	Yes	Yes	Yes	All	Yes
Tenn.	Miss Jennie Lauderdale	35,000	Yes	Yes	Yes	All	Yes
Tex.	E. Diggs	19,000	Yes	No	Yes	Many	No
Utah	L. P. Palmer	8,000	No	Yes	No	None	No
Vt.	H. A. Huse	24,000	Yes	Yes	Yes	All	Yes
Va.	W. W. Scott	24,000	Yes	Yes	Yes	Most	Yes
Wash.	H. Baahford	25,000	Yes	Yes	Yes	All	Yes
W. Va.	P. S. Shirley	13,000	Few	Chiefly	No	Most	Yes
Wis.	I. S. Bradley, <i>St. Hist. Soc.</i>	105,000	Yes	Separate lib'y	Yes	All	Yes
Wyo.	J. Slaughter	20,000	Yes	Chiefly	?	All	Yes

¹ To the question, "Does State Library desire to exchange with other states?" every state but Kansas gave an affirmative answer.

² Succeeded M. R. Hamilton, Jan., 1899.

³ Succeeded Dr. W. H. Egle, Jan., 1899.

⁴ In Rhode Island the Secretary of State is *ex-officio* state librarian and the state library is incidental; it contains about 5,000 v., mostly state documents. The state has an important law library with separate organization.

⁵ Succeeded Miss Pauline Jones, Jan., 1899.

THE PROCEEDINGS.

ATLANTA AND LITHIA SPRINGS, GA., TUESDAY—FRIDAY, MAY 9—12, 1899.

FIRST SESSION.*

(KIMBALL HOUSE, TUESDAY MORNING, MAY 9.)

THE meeting was called to order at 10.15 by President LANE, who referred to the fact that the meeting was called to order with the gavel presented to the A. L. A. by its Jamestown hosts of last year. "It bears," he said, "on two gold plates on each side space for the names of 10 presidents of the association, beginning with Mr. Putnam. But it will be more than 10 years before the memory of the hospitality that we received last year at Lake Chautauqua will be forgotten by us."

Mr. LANE then delivered

THE PRESIDENT'S ADDRESS.

(See p. 1.)

F: M. CRUNDEN. — I would like to make a motion and some remarks upon it, pertaining to one item of the president's address. He referred to one of the most important events in the library world of last year—the appointment of the Librarian of Congress from the ranks of the American Library Association. Now our president himself had a good deal to do with bringing this appointment about—I don't know just what, but he certainly had something to do with it; I am sure it was largely due to the ability and tact with which he managed the affair; and I think it would be proper for this association to put itself on record as appreciating that work. I therefore move that the thanks of the association be tendered to President Lane for the ability, energy, and tact with which he represented the American Library Association in regard to the appointment of the National Librarian.

Secretary CARR temporarily took the chair

*As indicated on the program, the first session of the association was an informal reception, held in the Kimball House parlors, Monday evening; the meetings of the various sections were also included as regular sessions. The sessions as here given cover only the general business sessions of the associations.

pending the consideration of this motion, which was unanimously carried.

HENRY J. CARR made his

SECRETARY'S REPORT.

Because of the 1899 meeting taking place early in May, the interval since the meeting of 1898 at Lake Chautauqua has been one of barely 10 months. It has also been a period of restriction in expenditures, so far as possible, because of the financial status of the association when its administration came over to the hands of the present officers. Disbursements, ordinary and extraordinary, including the inevitably large cost of the papers and proceedings of 1898, were out of proportion to the income of that year, notwithstanding the considerable addition of new members.

If the conservative restraint exercised since then proves effective in bringing the affairs of the association over to the next administration with a fair working balance after the publication of the Proceedings of 1899, it will be a matter of much gratification to all concerned. If not successful in that respect, then it will be necessary to reduce other and more desirable expenditures to a lesser figure during the next official year; for associations, like individuals, should follow the principle of "pay as you go."

An "A. L. A. handbook" for 1899, including complete member list, was much called for and seemed an essential expense. Prepared and issued early in the year, it comprised 56 pages (3½ x 5¾ inches), costing \$119 for the printing of an edition of 4500 copies. Somewhat over half the edition has now been used, leaving a balance of about 2000 copies for subsequent distribution. With the issue of a small supplement containing notices, lists of officers, committees, new members and changed addresses, etc., that number will probably suffice for the coming year.

Concerning one exceptional event of the past year more than passing notice is merited. The

offer from the executive committee of the Second International Library Conference (London, 1897), of 25 bound copies of the Transactions of that conference without charge, was received in October, 1898, and accepted by the executive board. (No more than 750 copies were printed, and all but 100 were distributed to members of the conference who paid a fee of one guinea each.) Deeming that the 25 copies would be of most service if placed with libraries in various localities, the executive board directed their distribution to libraries having membership in the A. L. A. that had not otherwise been supplied. Transmission to 25 such libraries was effected through the Smithsonian Bureau of International Exchanges in February, 1899, and it is presumed that all the libraries designated did receive the book, although only nine acknowledged it to the secretary, as requested. Some have given credit to this association, as was proper; others to the Smith-

sonian, or to the International Conference while the majority seem to have ignored the matter entirely.

Other gifts to the A. L. A., coming to the hands of the secretary, have been as follows: From the library of the National Institute, Santiago, Chili, one volume "Ultimos dias coloniales en el Alto-Peru"; and from the New York Public Library (Astor, Lenox, and Tilden foundations) current issues of its monthly bulletin.

A quantity of back-number Proceedings of the A. L. A. (3 of Cincinnati, 1882; 87 of Buffalo, 1883; 32 of Lake George, 1885) were received from the preceding secretary and turned over to the Publishing Section. Long since supposed to be out of print, and not to be obtained from any source, their discovery came in the nature of an agreeable surprise, and will enable some persons to complete their sets of the publications of the association.

GARDNER M. JONES read the

TREASURER'S REPORT.

RECEIPTS:

Balance on hand July 1, 1898 (Chautauqua conference, p. 114).....	\$766 16	
Fees from annual members:		
From 13 members for 1897		
From 211 members for 1898		
From 425 members for 1899		
649 members at \$2.....	\$1298 00	
Fees from fellows:		
From 1 fellow for 1898		
From 9 fellows for 1899		
10 fellows at \$5.....	50 00	
Fees from library members:		
From 3 libraries for 1898		
From 28 libraries for 1899		
31 libraries at \$5.....	155 00	
		1503 00
Life memberships:		
Theodore W. Koch		
George W. Williams		
Gardner M. Jones		
Fred P. Jordan		
4 life memberships at \$25.....	\$100 00	
Life fellowships:		
Free Library of Philadelphia.....	100 00	
Sale of conference proceedings.....	3 00	
Trustees of the Endowment Fund:		
Contribution in aid of the publication of the proceedings.....	150 00	
Interest on deposit, New England Trust Co.....	2 44	
		1858 44
		<u>\$2624 60</u>

1898.		PAYMENTS:	
July	21.	C. F. Williams, supplement to A. L. A. catalog.....	\$35 10
July	21.	George Bursch, lantern, Chautauqua conference.....	7 50
July	21.	Kent House, telephone, etc., lantern show.....	4 59
July	21.	<i>Publishers' Weekly</i> , advance papers, Chautauqua conference.....	49 26
July	21.	<i>Publishers' Weekly</i> , expressage, postage, etc.....	3 04
July	21.	Helen E. Haines, note-book, etc., for recorder.....	65
Aug.	9.	Frank T. Boland, stenographer, Chautauqua conference, on account.....	50 75
Aug.	9.	Ames & Rollinson, engraving testimonial.....	5 00
Aug.	12.	Journal Printing Co., printing, Chautauqua conference.....	27 35
Aug.	12.	C. F. Williams, printing, Chautauqua conference.....	275 38
Aug.	13.	Frank T. Boland, stenographer, Chautauqua conference, balance.....	118 15
Aug.	19.	Library Bureau, circulars, mailing and postage, Chautauqua conference...	101 67
Sept.	19.	Buffalo Public Library, gas, etc., Chautauqua conference.....	10 25
Sept.	19.	<i>Publishers' Weekly</i> , proceedings, Chautauqua conference, on account.....	400 00
Oct.	7.	Trustees of the Endowment Fund, 5 life memberships.....	125 00
Nov.	16.	C. F. Williams, letterheads for Melvil Dewey, secretary's expenses.....	1 00
Nov.	16.	Salem Commercial School, typewriting membership list for secretary.....	3 00
Dec.	9.	Newcomb & Gauss, stationery for treasurer.....	13 00
1899.			
Feb.	3.	Trustees of the Endowment Fund, life membership.....	25 00
Feb.	6.	<i>Publishers' Weekly</i> , proceedings, Chautauqua conference, balance.....	488 69
Feb.	6.	<i>Publishers' Weekly</i> , postage and expressage on proceedings.....	7 21
Mar.	18.	F. H. Gerlock & Co., handbooks.....	119 00
Mar.	18.	F. H. Gerlock & Co., printing, etc., for secretary.....	17 25
Mar.	27.	Trustees of the Endowment fund, life fellowship.....	100 00
April	24.	F. H. Gerlock & Co., printing for secretary.....	22 25
April	24.	Henry J. Carr, expenses Atlanta conference.....	116 17
April	29.	Gardner M. Jones, treasurer's expenses, postage, clerical assistance, etc....	61 91
			<u>\$2188 17</u>
Balance on hand April 30, 1899:			
Deposit in New England Trust Co., Boston.....		\$21 25	
Deposit in Merchant's National Bank, Salem.....		415 18	
			<u>436 43</u>
			<u>\$2624 60</u>

The payments may be classified as follows:

Proceedings, including delivery\$895 90

Stenographer..... 168 90

Secretary and conference expenses:

Chautauqua conference.....\$485 04

Atlanta conference..... 277 67

Treasurer's expenses..... 762 71

Recorder's expenses..... 74 91

Supplement to A. L. A. catalog..... 65

35 10

\$1938 17

The present status of membership (April 30, 1899) is as follows:

Honorary members..... 3

Life fellows..... 3

Life members..... 32

Annual fellows (paid for 1899) 10

Annual members (paid for 1899) 426

Library members (paid for 1899)..... 27

501

During the period covered by this report 113

new members have joined the association and six have died.

Respectfully submitted,
GARDNER M. JONES, *Treasurer*.

Necrology.

1. Hannah Elizabeth Bigelow (A. L. A. no. 1250, 1894), treasurer of the Marlborough (Mass.) Public Library. Born in Berlin, Mass., in 1848; died at Marlborough, May 27, 1898. She was the daughter of Levi Bigelow, and had passed almost her whole life in Marlborough. On the death of her father she assumed entire charge of her property left by him, and always managed her business affairs with ability and success. She was an attendant at the Unitarian church and interested in its welfare. In many public affairs she took a keen interest, especially in an educational direction. She was a trustee of the public library for 15 years, serving for the entire period as treasurer of the board, and took the deepest interest in all matters pertain-

ing to it, contributing freely time, money, and literature in its behalf. Among her gifts to the library was a fund in memory of her father for the purchase of photographs and objects of artistic or historic interest, and in her will she gave \$5000, the income to be used for the purchase of new books.

(*Marlborough Enterprise*, May 28, 1898.)

2. Arthur M. Jellison, (A. L. A. no. 1570, 1897), librarian of the Mechanics' Institute, San Francisco, Cal. Born in Maine in 1854; died in San Francisco July 27, 1898. He went to California with his parents while a child, entered the service of the Mechanics' Institute Library in 1876, and during the 22 years of his connection with it he rendered unceasing and faithful service. No effort was too difficult and no labors too exacting for him; he was literally unsparing of his energies if thereby the interests of his library could be advanced and its patrons benefited. He was an active member of the California Library Association, having acted as its secretary during the initial years of its history, and he filled the position of vice-president at the time of his death.

(*Library Journal*, Sept., 1898.)

3. Dr. William Pepper (A. L. A. no. 1317, 1895), president of the Board of Trustees of the Free Library of Philadelphia. Born August 21, 1843; died July 28, 1898. Dr. Pepper was one of the men of whom it could be said in the fullest and truest sense that he was an "all-round man." He was an eminent physician; he brought out the University of Pennsylvania from the position of a grand school to that of a great university; he held the chair of theory and practice of medicine from 1860-64; he was lecturer on morbid anatomy and, later, on clinical medicine. For 16 years he was provost of the university, and saw the number of students increase more than threefold during his administration. He caused the period of studentship for the medical profession throughout the United States to be increased from one or two years to four years. He created the whole machinery of the great Commercial Museums, whose exhibition is to be held in Philadelphia in the fall of 1899. He induced his uncle, George S. Pepper, to donate a considerable sum for the establishment and maintenance of a free library in Philadelphia. Out of that has grown the present system of a main library with 14 branches which now flourishes in the city. He

labored to procure for it a permanent site and a handsome fire-proof building. Those ends seem to be in very reasonable reach, and of Dr. Pepper in his great library work will have to be said, as has been said of many in times past, "He planted and watered, and others have come to the gathering." No one who worked with him ever worked without being infused with his personal magnetic enthusiasm. To work with Dr. Pepper was to throw yourself headlong into a work, to be full of it till its result was accomplished, and ever to be reaching out for greater and greater development of the business in hand. He was a genuine enthusiast, with marvellous administrative power. Any lieutenant who once obtained his confidence was sure of the staunchest friend, the bravest supporter, and an unfailing counsellor in times of doubt and trouble. His removal by death was a very great loss to Philadelphia and to many important movements.

(*John Thomson*. See "Memorial proceedings in honor of Dr. Pepper," published in the *Proceedings of the American Philosophical Society*.)

4. Jeremiah C. Kittredge (A. L. A. no. 743, 1889), chairman of the Board of Trustees of the Tewksbury (Mass.) Public Library. Born in Boston, Dec. 13, 1847; died in Brookline, Mass., Dec. 19, 1898. He attended the Boston Latin School, Phillips Academy, Andover, and the Chauncey Hall School, Boston. His health failing, he was obliged to give up his studies, and later was placed in charge of the family estate. He devoted himself to literary work and the care of his property, and for some time was engaged in the real estate business. From 1870 to 1880 he lived at the old homestead in Tewksbury. He then took up his residence in Boston, and in 1889 built his home in Brookline, where he lived until his death. He travelled extensively in Europe and in this country. He published a work on the Tewksbury Library, a "library guide," was the author of "Historic footprints on British soil," and wrote a large number of dramas and comedies. By his will he bequeathed the sum of \$5000 to the trustees of the Tewksbury Public Library, which was founded by himself and his brother, George A. Kittredge, the income to be expended for the purchase of books. In case the town decides to erect a library building the testator directs that the sum may be applied to assist in its

erection, provided it is called the Kittredge Library.

(*Boston Transcript*, Dec. 20, 1898; *L. J.*, Jan., 1899.)

5. Leonard Thompson (A. L. A. no. 1307, 1894), trustee of the Woburn (Mass.) Public Library. Born in Woburn, Nov. 2, 1817; died in Woburn, Jan. 21, 1899. He was always prominently identified with the town, and served continuously as library trustee since 1865. In 1877-8 he was a member of the General Court and had also served as town treasurer and as sinking fund commissioner. In 1892 he presented the city with a fund for free lectures, and the following year, on his fiftieth birthday, added \$5000, thus establishing the Burbeen free lecture course, which is given every winter. He was a member of the Massachusetts Library Club, New England Historic Genealogical Society, the Society of Colonial Wars, and other historical associations. He attended the Lake Placid, Cleveland, and Lake Chautauqua conferences of the A. L. A., and the Second International Library Conference in London, 1897. (*Library Journal*, Feb., 1899.)

6. Mrs. Adelgitha Blackwell Lemcke (A. L. A. no. 1293, 1894), wife of Ernst Lemcke, of Lemcke and Buechner, New York City, died at her residence in Orange, N. J., on Feb. 13, 1899, aged 50. She joined the A. L. A. in 1894, and, with her husband, had attended every conference since that date. Her ready wit, unfailing humor, and cordial kindness made her always a delightful companion, and her many friends in the library world will long miss her cheerful presence.

(*Library Journal*, March, 1899.)

NOTE. — In addition to the names listed above six persons who had been members of the A. L. A., although not members at the time of their death, died during the period covered by the necrology. The names are furnished by Mrs. H. J. Carr, to supplement and complete the official record, as follows:

Mrs. Ada North (A. L. A. no. 131, 1878), formerly librarian of Iowa State University, and an active worker in the library cause in that state; died Jan. 8, 1899.

L. H. Boutell (A. L. A. no. 521, 1886), formerly trustee of the Evanston (Ill.) Public Library; died Jan. 16, 1899.

Mrs. Harriet A. Tenney (A. L. A. no. 159, 1878), for many years state librarian of Michigan; died Jan. 20, 1899.

Frederick Beecher Perkins (A. L. A. no. 74, 1877); died Feb. 3, 1899 (*See Library Journal*, Feb., 1899).

George R. Howell (A. L. A. no. 970, 1892), long archivist of N. Y. State Library; died April 5, 1899 (*See Library Journal*, April, 1899).

Edward J. Mason (A. L. A. no. 528, 1886), trustee of Chicago Historical Society; died Dec. 18, 1898.

S: S. GREEN. — I would like to ask the names of the three honorary members mentioned by the treasurer in his report. I think there are one or two other honorary members of the association. I remember distinctly that Charles W. Elliot, president of Harvard College, was made an honorary member at the time of the Boston meeting, and I think there are other honorary members.

It was recommended that information concerning all honorary members of the association be obtained by the treasurer, and their names placed upon the records.

Voted, That the treasurer's report be accepted and referred to the Finance Committee for audit.

R. R. BOWKER. — The mention of the name of Dr. Guild causes me to make a suggestion which, I think, will be received with unanimous approval. Dr. Guild, some of you may not know, is on his death-bed and about to pass away, and I think it will be a graceful and a grateful thing for this association through its secretary to send a telegram of greeting to Dr. Guild. I think he would very much appreciate such action. I therefore move that the secretary be authorized to send the greetings of this body to Dr. Reuben A. Guild at Providence.

Voted.

W: I. FLETCHER presented the

REPORT OF THE PUBLISHING SECTION

(*See p. 95.*)

as printed in advance, without reading.

C. W. ANDREWS. — There is one question I would like to ask, and that is as to the expenses of operation. Is this a report of merely the physical expenses of printing, postage, etc? I am speaking particularly of the printed cards for books, periodicals, etc.

Pres. LANE. — Practically the only running expense is the salary of the assistant secretary. Other expenses, such as rent, heat, or light, we are relieved of, and our only running expenses are the salary of the assistant secretary and stationery. That expense for the year is divided up among the different publications issued in a fair proportion.

W: I. FLETCHER. — Those who have followed the work of the section more closely for these years will know that at present there is no membership in the Publishing Section; it has merely performed the work of a committee of

the association, and that committee is appointed annually.

S: S. GREEN. — Has the committee any plans to suggest for the continuance of its work?

W: I. FLETCHER. — I have some indefinite propositions to provide for an increased expenditure; the Endowment Fund should be increased in order to provide a larger income for this particular division of the association's work; or we should in some way obtain a guaranty from one or more individuals interested in the work of the association that the expense of rent and other expenses shall be met. You will observe that what is immediately required is a guaranty, and that means money, because we must have money in hand to work with.

S: S. GREEN. — How much do you want?

Pres. LANE. — There is needed a guarantee fund of \$1000 to \$1500 for next year's work. We must have something solid back of us, for we ourselves have not the capital to fall back upon. The trustees of the Endowment Fund properly take the position that the principal of their fund cannot be used for this purpose. They are, however, able to aid us from year to year under the direction of the council by the appropriation of a portion of the income of the fund, but we cannot go ahead with additional work unless we may be assured money to back us up, if we should need it. As yet we have not needed it, for we are about \$700 ahead.

S: S. GREEN. — Is your committee prepared to formulate a plan?

W: I. FLETCHER. — The committee had planned that at this meeting there should be a general meeting of the trustees of the Endowment Fund and of the members of the Publishing Section, to see if provision can be made for the section's work.

S: S. GREEN. — I move that there be such a joint meeting of the Endowment Fund trustees and the Publishing Section, and that a report be made, if possible, before the close of this meeting, recommending some plan to be adopted in regard to the increase of the funds for the use of the Publishing Section.* *Voted.*

*The proposed meeting was not held because of lack of time, but the Publishing Section, two of its members having offered to guarantee \$300 apiece toward the expenses of the section up to July 1, 1900, on condition that three other persons would do the same, has asked the trustees of the Endowment Fund if they can find the other three guarantors.

C: C. SOULE read the

REPORT OF THE TRUSTEES OF THE ENDOWMENT FUND.

To the Secretary of the American Library Association:

As no report appears to have been received in regard to the Endowment Fund at the last conference, I submit herewith a report covering the period from June 15, 1897, date of last report, to May 2, 1899.

No additional subscriptions have been received during this period, and the only permanent increase of the fund has come from six life memberships and one life fellowship, \$250 in all.

At the Philadelphia conference the council voted, "that the trustees of the Endowment Fund be directed to apply such portion of the interest of the Endowment Fund as may be necessary for that purpose, to the extinguishment of the notes of the Publishing Section."

In accordance with this vote, the notes of the Publishing Section, amounting to \$1000, were cancelled and surrendered to W. C. Lane, treasurer of the section, and interest due on the notes, amounting to \$110.83, was waived. In order to leave this transaction on record, these amounts have been duly entered as receipt and payment on the cash account.

Feb. 2 the treasurer of the Endowment Fund was notified by the secretary of the A. L. A. that the council had voted (by correspondence) as follows: "That from accumulated interest now in the hands of the trustees of the Endowment Fund, \$150 be appropriated towards paying the deficiency on Proceedings of 1898 and \$100, or so much thereof as necessary, to the Publishing Section for its purposes."

Pursuant to these instructions, \$150 was paid to G. M. Jones, treasurer of the A. L. A., Feb. 10. On reckoning the entire interest earned by the fund since its foundation, and subtracting the payments of Oct. 28 to the Publishing Section and Feb. 10 to the A. L. A., it was found that only \$70.97 accrued interest remained to be drawn upon. This amount was accordingly paid to W. C. Lane, treasurer of the Publishing Section, thus exhausting the interest, and leaving on hand Feb. 10, 1899, only the principal of the fund, which, under the constitution, cannot be expended for any pur-

FIRST SESSION.

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pose. Since then interest to the amount of which can be expended during the coming year
\$58.43 has accrued. This interest balance and as the council may direct.
an estimated interest income of \$309, in all
\$367.43 (more or less), constitute the amount

CHARLES C. SOULE,
Treas. A. L. A. Endowment Fund.

ENDOWMENT FUND STATEMENT, JUNE 15, 1897—MAY 2, 1899.

		<i>Cash received.</i>	
1897.			
June 15.	Balance on hand.....	\$ 64 88	
July 8.	Repayment of mortgage loan.....	500 00	
	Interest on same to maturity.....	30 00	
Aug. 2.	Interest on mortgage loans.....	68 00	
Oct. 11.	Interest on mortgage loans.....	24 50	
1898.			
Jan. 1.	Interest on deposit.....	23 34	
Jan. 10.	Interest on mortgage loan.....	60 00	
Feb. 1.	Interest on mortgage loan.....	44 00	
Mar. 14.	Repayment of mortgage loan.....	800 00	
	Interest on same to maturity.....	24 00	
Oct. 8.	From G. M. Jones, Treas. A. L. A.: Life membership of C. W. Andrews, Chicago; T. W. Koch, Cornell Univ.; G. W. Williams, Salem; G. M. Jones, Salem; W. L. Glenn, Baltimore; 5 at \$25.....	125 00	
Oct. 12.	Interest on mortgage loans.....	93 00	
Oct. 12.	Interest on deposits.....	10 36	
Oct. 28.	From Publishing Section A. L. A., Notes dated Mar. 4, 1896 (\$250); Dec. 10, 1896 (\$250); May 24, 1897 (\$500): Principal.....	1000 00	
	Interest.....	110 83	
Nov. 26.	Repayment of mortgage loan.....	2000 00	
	Interest on same to Dec. 8, 1898.....	121 65	
	Allowance of mortgagee for legal fees.....	10 00	
1899.			
Feb. 7.	Repayment of mortgage loan.....	400 00	
	Interest on same to maturity.....	14 00	
	Interest on mortgage loan.....	30 00	
	From G. M. Jones, Treas. A. L. A.: Life membership of F. P. Jordan.....	25 00	
Feb. 10.	Interest on deposits.....	11 18	
Mar. 28.	From G. M. Jones, Treas. A. L. A.: Life fellowship of Free Library of Philadelphia.....	100 00	
Apr. 3.	Interest on mortgage loan.....	24 50	
May 2.	Interest on deposits.....	33 93	
			<u>\$5748 17</u>
		<i>Cash paid out.</i>	
1898.			
Oct. 6.	Rent of safe deposit box, one year.....	\$ 10 00	
Oct. 28.	Paid to W. C. Lane, Treas. A. L. A. Publishing Section, pursuant to vote of council (see p. 144 of proceedings of Philadelphia Conference, 1897).....	1110 83	
Nov. 26.	George D. Ayres, legal fees on payment of mortgage.....	10 00	
1899.			
Feb. 10.	Paid G. M. Jones, Treas. A. L. A., according to vote of council (as reported in letter Feb. 2, 1899, H. J. Carr, Secretary A. L. A., to C. C. Soule), accumulated interest.....	150 00	
	Paid to W. C. Lane, Treas. Publishing Section, according to same vote, balance of accumulated interest.....	70 97	
Apr. 11.	Rent of safe deposit box to April 15, 1900.....	10 00	
			<u>\$1361 80</u>
	Cash in bank May 2, 1899.....	4386 37	
			<u>\$5748 17</u>

Assets.

Mortgage note bearing 7 per cent. interest	\$700 00	
Mortgage note bearing 6 per cent. interest	1000 00	
Cash in bank awaiting investment.....	4386 37	
		<u>\$6086 37</u>

Of this \$6027 94 represents principal and \$58 43 accumulated interest.

Estimated income for coming year.

Interest on hand	\$ 58 43	
Interest on mortgages.....	109 00	
Estimated interest in amount awaiting investment.....	200 00	
		<u>\$367 43</u>

Liabilities, none.

Annual expenses, \$10 00 for safe deposit box ; other incidental expenses defrayed by trustees.

The following documents were appended :

At the request of Mr. Charles C. Soule, treasurer of the Endowment Fund of the American Library Association, I have examined his accounts and securities and find \$4386.37 on deposit in the International Trust Co. of Boston, with evidences of investments of \$1700 (seventeen hundred dollars) in mortgage loans, kept in the Third National Bank Safe Deposit Co., Boston, in the name of the Trustees of the Endowment Fund of the American Library Association.

JAMES L. WHITNEY,
Chairman of Finance Committee
American Library Association.

To the Secretary of the A. L. A.:

DEAR SIR: In connection with the report of our treasurer, we wish to call the attention of the association to the fact that the principal of the Endowment Fund amounts to only \$6027.94, from which we can expect an annual income of not over \$300. In order to do promptly and thoroughly the associated work demanded by the growth of the library interests of the United States, we believe that a fund of \$100,000 and an income of \$5000 per annum is greatly needed, and we suggest that systematic effort be made either to increase our fund to \$100,000 or to obtain annual subscriptions to the amount of \$5000. We have already in our hands the offer of a gentleman noted for his benefactions to educational institutions to contribute to an annual guarantee fund, and believe that further contributions could be obtained, if the need for such expenditure could be clearly set forth by the association.

Respectfully submitted,
JOHN C. HUTCHINS,
GEORGE W. WILLIAMS,
CHARLES C. SOULE.

MELVIL DEWEY. — What interest are we getting on that \$4300 for investment?

Mr. SOULE. — Two per cent. on call.

MELVIL DEWEY. — I want to speak of certain methods of the association in regard to this fund. At this time we have this Publishing Section; it is a big organization and is doing a very valuable work, a work that has gone beyond our expectation, and I submit that it is not practical wisdom for us to keep this \$4300 lying in the bank at 2 per cent. because we are afraid to invest that money in our own securities. We will lend it out on some farm perhaps, and we may or may not collect it, but we are afraid to lend it to our Publishing Section with all of its obligations on hand. I think it would be a great deal wiser for us to ask the trustees of this fund at this conference to consent to loan this money to the Publishing Section. We have in that section an important work that we ought to do, and I don't think we ought to be cut off from the use of this fund. We would lend it on some other person's security, why not on our own?

Mr. SOULE. — The constitution prohibits the use of the principal of the Endowment Fund for association purposes. The trustees of the fund from the beginning until now have taken the view that they were at liberty to make a loan to the Publishing Section out of the principal of the fund, but only on exactly the same terms that they would lend to any one else.

The report of the trustees of the Endowment Fund was accepted.

R. R. BOWKER read the

REPORT OF COMMITTEE ON PUBLIC DOCUMENTS.

(See p. 100.)

The report was accepted and the resolutions appended thereto were separately put and carried.

C. H. GOULD summarized briefly the

REPORT OF THE COMMITTEE ON FOREIGN DOCUMENTS.

The committee decided soon after the Chautauqua conference, to endeavor to compile a finding-list of German public documents. The difficulty of such an undertaking was recognized, but the committee resolved to make the attempt, in the hope of producing something which, however imperfect, might at least be useful.

Owing chiefly to the kind assistance of Mr. Kistner, of Leipzig, a considerable amount of material has been got together. This consists of lists of publications of the Imperial Government, and of the states of Prussia, Bavaria, Saxony, Hesse, and Wurtemberg. But the mere collecting of these lists has consumed an entire year. The committee hopes now, however, to proceed to arrange in bibliographical form such material as has been received.

On behalf of the committee,

C. H. GOULD,
Chairman.

The report was accepted and the committee continued.

President LANE stated that the

REPORT OF THE COMMITTEE ON A. L. A. CATALOG SUPPLEMENT

was practically included in the report of the Publishing Section.

In the absence of J. C. DANA, chairman, the report of the

COMMITTEE ON CO-OPERATION WITH N. E. A. was not presented.*

C: C. SOULE read the

REPORT OF COMMITTEE ON LIBRARY TRACTS.

The first step toward a plan for a series of publications to be issued by the American Li-

* Mr. Dana sends a brief report, stating that the joint committee on Relation of Public Libraries to Public Schools, appointed by the N. E. A. at its Washington meeting of 1898, is just sending its report to the printer. This report, making a pamphlet of 50 or 75 pages, will be presented to the N. E. A. at Los Angeles in July. It contains a consideration of the small country library problem in its relation to schools, by F. A. Hutchins; a consideration of the effect of the use of literature in schools, by Prof. Charles McMurry, and another covering somewhat the same ground by Sherman Williams, of New York; Miss M. Louise Jones, of the State Normal School, Emporia, Kansas, makes a report of the things done and the things that should be done by normal schools along the lines of the report; and J. C. Dana sets forth the possibilities and privileges of the librarian in her relations with teachers and pupils.

brary Association, and intended not for experienced librarians but for communities where library interest is to be developed, for the trustees or organizers of new small libraries, or for the inexperienced librarian of such libraries, was made in March, 1898, at a joint meeting of the Pennsylvania Library Club and the New Jersey Library Association, held at Atlantic City, N. J. Mrs. Fairchild, of the New York State Library, introduced the subject, and spoke of the need of library literature for free dissemination (citing the constant inquiries received by many librarians from persons planning or interested in library development in small towns), of the impossibility of answering such questions with the fulness and care desirable, and of the absolute lack of any material that could be freely sent in answer to those questions. The discussion that followed showed how generally the need of such literature was recognized, and a resolution was passed bringing the subject before the executive board of the American Library Association. In November, 1898, the executive board appointed a committee on Library Tracts, with instructions to consider what ground such a series of tracts should cover, and how they might best be written and published, and to report upon the matter at the Atlanta meeting.

Before presenting the plan outlined for these tracts it may be well to indicate the special needs they are intended to meet. Every well-established librarian must to an extent be familiar with these needs or with the expression of them as given in letters from persons who write to ask for information on all phases of library beginnings. The scope of the information desired may best be seen from extracts from some of the letters referred to, those quoted having all been received within recent months.

One writer from a small Indiana town says: "Parties here are considering the building of a library at a total expense of about \$25,000, and want to find a plan that will suit the conditions here. The town has 14,000 people; is a factory town; is not a county seat; its population is composed of iron and glass workers and tradespeople. If you can give us any information as to our needs it will be gratefully received."

Another writer explains that the women of a small western town are trying to arouse interest

in the establishment of a public library, and asks "What is there I can get on public libraries, and also on public libraries as a factor in education? Kindly tell me what there is printed on this subject and where I can procure it." A third letter, this time from Indian Territory, says "We are wanting to start a free reading-room and library in our little town (3000 inhabitants), and hardly know where to go for information," and proceeds to ask such questions as "Can you tell me what library or publishing house or book-store will let me have a box of books monthly or quarterly, we paying for the use of them? What is the price and who is the publisher of the 24 volumes called 'University of Literature'? What is the price of Sonnenschein's 'Best books'"; while from Texas come various letters, one as follows: "We think of agitating in this city of 10,000 people the matter of a public library. With view to getting started right, it has occurred to me that your association might have some literature that would be available and valuable to us. Can you make a suggestion? We are at the very beginning of the subject, and for a while, at least, we should have no support from public funds."

It is not possible for the busy librarian to answer these correspondents in such a way as to meet their needs. There should, then, be at hand for free distribution some material that would carry the first principles of library organization to those by whom it is most needed, and who are not reached by the library periodicals or the present technical manuals. What is needed are elementary statements, simple generalities, and practical suggestions. Whether such a series of publications should be supplemented later by manuals intended for more advanced workers is a subject on which the opinion of the conference is desired, but the plan now outlined is confined to what seems the first and most essential need.

The committee suggests as a beginning for such a series seven subjects, to be treated in individual tracts. Other subjects that naturally come to mind in such connection are reserved for further consideration and later treatment, should the tracts now contemplated prove useful. Of the subjects named it is possible that two might be based upon papers presented at the present conference, to be later revised, edited, and adapted for tract publications.

The subjects suggested are:

1. Why should we have a public library? This should answer the first question asked when the project of library organization is broached in town or village; it should be a simple and convincing statement of the advantages of a library to a city, its place in education, in social and industrial life; and it should be inspirational rather than didactic or statistical.

2. How to start a public library. This should be a logical supplement to no. 1. It should be a simple, practical statement of the first steps necessary in establishing a public library, the need of awakening public interest, importance of town support, methods of transferring to public control already existing association libraries, and suggestions for organization. It might include also a compilation of existing library laws, pointing out desirable features in such legislation.

3. Travelling libraries. This should be intended for use in communities where the travelling library is the most practical form of library work. It should be based upon the fine work already done in Wisconsin and elsewhere, should give information as to commissions and state aid, and should emphasize the travelling library as the nucleus of a free public library.

4. Suggestions for governing boards of libraries, derived from recent library practice. This should cover the administration of the library through its board, giving hints as to the appointment of an effective body of directors, their number and duties, the necessity of keeping libraries out of politics, the advantages of competitive examinations or some civil service safeguard in appointments, the selection of a librarian, his proper duties and powers, etc.

5. Library rooms and buildings. This should not be a general article on library architecture, but rather should define: 1, the best location for such a room or library; 2, what sort of a room will best answer the purpose; 3, how it can be simply shelved and furnished, and how much shelving will answer for 300, 500, or 1000 volumes as the library grows; 4, how small and simple a building will serve for a library, and how much it will cost. It might include also a descriptive summary of a few selected modern library buildings, their cost, style, and merits.

6. Selection and purchase of books. This should be a simple statement of the best me-

diums, lists, etc., available in selecting books for libraries, the principles to be followed in such selection, methods of purchase, ordering, etc.

7. Scope and management of college libraries. The need of this tract is found in the hundreds of small colleges scattered throughout the country in which the library, though perhaps the only potential book centre in the town or county, is entirely neglected, or its possibilities as a general educational influence are ignored. It should be meant for the faculties or trustees of such colleges, and should be intended to awaken a realization of the true function of the college library in aiding and inspiring all education.

Regarding the preparation of the tracts, it is recommended that, should the plan outlined be approved, the committee be authorized to select writers and assign subjects. Manuscripts should be subject to revision, and should be submitted to others familiar with the special subjects treated for suggestions and additions. References to further material on each subject should be appended to each tract, if practicable. It is recommended that the tracts be issued by the A. L. A. Publishing Section, under the editorship of the committee, and that they be distributed upon application to the Publishing Section and the secretary of the A. L. A., who should be supplied with copies for distribution in his discretion. It is recommended that the manufacturing cost (printing, paper, binding, etc.) of such a series of tracts be approved as a proper association expense, with the understanding that not less than two tracts be issued before the next (1899) conference; and that details of size, edition, style, cost, etc., be referred to the committee, in consultation with the executive board and the Publishing Section.

In conclusion, the committee requests that the subject receive full consideration and discussion by the conference; that suggestions or recommendations be freely offered, and that thereupon be accepted and the committee continued, with authority to carry out the work, either on the lines suggested or as modified by the judgment of the conference.

CHARLES C. SOULE,
MARY W. PLUMMER, } *Committee.*
HELEN E. HAINES,

The report was accepted, and Mr. Soule having stated that he would be unable to continue in the chairmanship, it was

Voted, That Miss Helen E. Haines and Miss Mary W. Plummer, with another member to be appointed by the president, constitute a committee to carry into effect the report of the committee on Library Tracts.*

C. W. ANDREWS read the

REPORT OF COMMITTEE ON AMERICAN LIBRARY
EXHIBIT AT THE PARIS EXPOSITION OF 1900.

The committee appointed to consider the question of a library exhibit at the Paris Exposition in 1900 respectfully reports as follows:

In accordance with the scheme of classifications of the exposition, as interpreted by the Commissioner-general of the United States, library methods are included in the Department of Education and Social Economy. Mr. Howard J. Rogers, of the Department of Public Instruction of the State of New York, has been selected as the director of that department, having his headquarters at Albany. His service in actual charge of the exhibit of the New York State Educational Exhibit at Chicago in 1893 gives us the best assurance of his appreciation of the importance of a representative library exhibit, and of his familiarity with its requirements and needs.

That the exhibit should be collective and representative rather than individual — *i.e.*, that the material furnished by a library be distributed so as to illustrate the methods and various points of library management, instead of being kept together as the exhibit of that library — is not only required by the authorities of the exposition and by those in charge of the American exhibit, but is also in accordance with the wishes of nearly every librarian consulted by the committee. Such an exhibit can be prepared best by a single agent, who will collate and co-ordinate the material offered, call upon libraries to furnish desired material which might otherwise be overlooked, etc.

Our most natural choice would be the Library of Congress. As, however, that library is not now in a position to undertake the work, the New York State Library has very generously offered to do so, and to meet the not inconsiderable expense connected therewith, provided it may state that the exhibit has been prepared for the American Library Association by the New York State Library. For several reasons, that

* Mr. Frank P. Hill was later appointed a member of the committee.

course was a success. More attention than heretofore was paid to government documents in the cataloging class, and the various indexes, check-lists, etc., were used until the students were quite familiar with them.

The only addition to the historical work of the second-year class was the course in Latin palæography, given at Columbian University by Dr. J. C. Egbert. 27 lectures, covering more than two terms' work, were given, and the equivalent of one day a week was spent in working on facsimiles in the Columbia collection. The examination is just over, and the marking of the papers by Dr. Egbert is now going on. A commission has been given to an American residing in Rome to supply the library with some examples of early printed books and stray leaves of mss. for the use of the students of the course. One of the mss. received was used in the late examination.

Statistics of salaries, hours and vacations have lately been collected from the graduates of the school, and a report of the averages shown will soon be published.

The working out of the new next year's course for the training of children's librarians is now in progress.

MARY W. PLUMMER, *Director*.

Drexel Institute Library School.—At the beginning of the school year the library school took possession of its new class-room which was fitted up especially for its use. This year's class has therefore had the advantage of a quiet room in which to study, and the improvement is shown in the good work of the students. 20 students, coming from 12 states, were enrolled at the beginning of the year.

The usual course of study has been followed. It includes lectures on library science and cataloging, the study of English and American authors of the 19th century, with special reference to bibliographical and critical features, and lectures on the history of books and printing. The number of lectures on the history of books and printing, given by the president of the institute, was increased, more time being given to the subject. The course of study has been supplemented by visits to the leading libraries of Philadelphia. The members of the school attended the meetings of the tri-state conference held at Atlantic City in March.

During the second term the students classi-

fied, cataloged, and shelf-listed a special collection of 1500 volumes presented to the institute. The books included many volumes in foreign languages and a number of examples of incunabula and early printing, which gave the class an opportunity of applying the knowledge of these subjects which they had gained from the lectures.

The demand for trained catalogers has been larger than ever before. It has been impossible to supply from our graduates or former students the number of workers needed. The interest in the librarian's profession, especially among women, is evidenced by the number of inquiries regarding the course.

A contribution to librarian's aids and guides which has just been published was compiled by Helen Marot, a graduate of the class of 1895. It is entitled, "Handbook of labor literature," and is a classified annotated bibliography of the subject.

ALICE B. KROEGER, *Director*.

University of Illinois State Library School.—Most of the facts regarding the library school during the past year have been noted in the *Library Journal* from month to month, and the more important ones have been elaborated for the Co-operation Committee's report at this meeting.

The school has furnished one travelling library for Champaign county and is taking charge of others which are following. The senior class has entire charge of the Urbana Public Library every afternoon from 3 to 6 to gain public library experience. The seniors have had a course in subject bibliography throughout the year by different professors in the university. Each member of the school is required to write briefs of 10 new books each month and one long book review each term. The college year will hereafter be upon the semester instead of the three-term plan, which will modify the work somewhat in detail, but will be more satisfactory.

KATHARINE L. SHARP, *Director*.

President LANE announced the appointment of the Committee on Resolutions, as follows: Frederick M. Crunden, Thomas L. Montgomery, Miss E. C. Doren.

ELECTION OF ANDREW CARNEGIE.

President LANE.—The executive board this morning nominated Mr. Andrew Carnegie to be

an honorary member of the American Library Association. That nomination is now presented to the association for action.

On motion, the nomination was put to a rising vote, and unanimously carried amid applause.

R. R. BOWKER. — As we are meeting in Atlanta, and as Mr. Carnegie will have reached Scotland about this time, I think it would be a pleasant thing to send greetings to Mr. Carnegie with the announcement of this vote. *Voted.*

PLACE OF NEXT MEETING.

On motion of Mr. CARR, it was *Voted*, That a committee of five be appointed to receive, consider, and report on invitations for the next meeting of the association.

The president named as this committee J. L. Whitney, E. H. Anderson, Miss C. M. Hewins, Miss K. L. Sharp, C. W. Andrews.

Adjournment was taken at 12.40.

SECOND SESSION.

(GRAND OPERA HOUSE, TUESDAY EVENING,
MAY 9.)

THE PUBLIC MEETING.

The meeting was opened at 8.30 by T. H. MARTIN, chairman of the local committee, who, after a few words of welcome, introduced Eugene M. Mitchell, president of the Young Men's Library Association.

Mr. MITCHELL, on behalf of the Young Men's Library Association, delivered to the mayor a deed conveying to the city of Atlanta the entire property, real and personal, including vested funds, of the Young Men's Library Association, to be merged into the Carnegie Library of Atlanta. In presenting the deed he spoke briefly of the history of the Atlanta library and the events leading to and succeeding Mr. Carnegie's gift. The deed, he said, conveyed real estate valued at \$50,000; books, pictures, etc., valued at \$35,000; and invested funds, mortgages, etc., valued at \$11,500. The first definite steps toward the present library movement in Atlanta dated from about a year ago, when Mr. Walter M. Kelley, the Atlanta agent of the Carnegie Steel Co., was elected a member of the board of directors of the Young Men's Library Association. That gave Mr. Kelley an opportunity to work toward the accomplishment of an idea he had long cherished, the establishment of a free library in Atlanta. He wrote to Mr. Car-

negie, and as a result Mr. Carnegie offered to give \$100,000 to the city of Atlanta if the city would furnish the site and contribute \$5000 per annum to maintain the library. The city immediately accepted the proposition, and as soon as the Young Men's Library Association heard of it that association, through its board of directors, appointed a committee to confer with the council and see if its property could not be merged with the Carnegie donation. That committee conferred with the council and made to them a proposition, the main feature of which was that the Library Association should elect at least six of the 12 directors, and that if the city of Atlanta should refuse or fail at any time to give the \$5000 required per annum, the property, in that event, should revert to the Young Men's Library Association for free public library purpose forever. A meeting of the Young Men's Library Association was then called, and, for a great wonder, the members of that association unanimously passed a resolution accepting this proposition, and resolving to donate all their property, real and personal, to the city of Atlanta.

In conclusion, Mr. Mitchell said that the mayor in his inaugural address stated that it would be one of the aims of his administration to establish a free public circulating library in Atlanta, and that this pledge had doubtless had a great influence in obtaining the donation of the property. He added, addressing the mayor: "Further would I say, sir, that the honors of this world may perish, and political offices may be forgotten, but it will be forever remembered as a monument to your administration that you helped to create the free public circulating library of the city of Atlanta."

The deed was received by Mayor WOODWARD, who replied: In accepting this magnificent gift from the Young Men's Library Association, I do so with great pleasure tinged with regret. It is a pleasure to know that this property is merged in a free public circulating library, for its benefits will not be circumscribed. It is a regret to feel that the Young Men's Library Association will possibly pass away. Those that have been engaged in its upbuilding will live to help carry this larger work along, but the work will be done under another name. I can see, too, in the gift of this deed, something that it has taken more than 30 years

to bring about. Men whose hair is now turning gray have spent the better part of their lives in building up this library, and to them I think is due more lasting gratitude than is owed even to the great gift of Mr. Carnegie. Atlanta appreciates that gift; it appreciates it because it comes from a good heart. But it also appreciates the gift of this library, built by the honest nickels and dimes that have been contributed and worked for by the young men of Atlanta; this is something that the people of Atlanta feel grateful for and will never forget.

Mr. Martin then introduced JOHN TEMPLE GRAVES, of Atlanta, who delivered the formal address of welcome. He said in part: I am here to add the welcome of the lip to the assurance which you will have from the heart and the hand of Atlanta.

I speak here for the chairman of the local committee of reception. I speak for the board of directors of the Young Men's Library. I speak for the brilliant and charming librarian. I speak for the city government, and the whole body of the citizens of Atlanta with plenary rights of expansion, and the general instruction that I cannot say too much.

The audience, whose presence is a better welcome than my words, is made up by special selection from the women's clubs of Atlanta, from the various study clubs, and from the great list of the Atlanta Lecture Association — all pillars and props, benefactors and beneficiaries of our local library. These indeed are our walls of culture, and every man's a brick.

Ladies and gentlemen of the American Library Association, we know who you are better than you know who we are. It has been duly and deeply impressed on our minds that it is no ordinary body of men and women whom we front to-night. The dignity, the importance, and the peculiar distinction of the American Library Association is thoroughly comprehended in Atlanta. The keepers of the house of literature, the strong men of books, and they that sit in the windows of culture, are welcome.

If the distinguished appearance of the body did not proclaim its importance we should safely fashion our respect upon your exceptional walk and conversation.

We mingle much reverence with great cordiality, and we are prepared to say without

strain that this southern city of conventions, rich in golden memories of great assemblies, has never gathered within its gates a representative body which enshrines a nobler average of brains, of culture, and of high responsibility.

I do not need to tell this brilliant company that the city for which I speak is a notable and wonderful city. Its life, its growth, its vitality, its individual mentality, written in a hundred historic enterprises, and crystallizing a progressive and representative public opinion, have long since impressed the republic and the world. You will, I am sure, pardon me for the swelling satisfaction with which I record our local and absolutely impartial judgment, that Atlanta is the brightest and most intellectual city of its size in the republic. This must be true. Great lecturers have told us so. Great conventions have said so. Our politicians invariably say so. The stranger within our gates has ever flattered us with the fine assurance, and if you, in your wisdom, discover a flaw in this flattering proposition we ask you in simple kindness to keep it loyally and permanently to yourselves.

In the formative and pioneer days of Atlanta all things social, political, and industrial revolved about the library. The freshness and glow of Henry Grady's young enthusiasm were spent in its directory. The most brilliant articles that have adorned the columns of our local newspapers were written of this young library and of the men who made it, and in the stirring history of this historic town it is the simple truth to say that the packhorse of materialism has always followed solidly and humbly behind this thoroughbred of culture.

Up to this period our equipment has been comparatively scant. We have been too poor and too busy in the material rebuilding of the south to rival the splendid expenditures of the older and richer sections that did not suffer by the ravages of war.

But we have used what we had with diligence and increasing zeal. In the progressive influence of this Young Men's Library, every year has marked a distinct and steady development in the quantity and quality of reading. The library has been the refuge and resort of the student, the thinker, the literary and professional worker of both sexes. The chairs have never been empty, and the interest has never

waned. Study clubs have grown out of it. Women's clubs have been prospered by it. The greatest lecture association in the south has been nourished by it. Within the administration of the present librarian the percentage of fiction read has decreased 25 per cent. in favor of the more solid form of literature.

There are a thousand things which we hope to learn from this convention, but the one thing which we have already learned is love of our library and loyalty to books; and if your keen eyes will look closely you will soon discover that the new idol of our people is "the girl in the pink shirt waist," Atlanta's Henry Grady in petticoats—the leader and guardian of the library, who presides in this department, captures conventions by her eloquence and tact, and is far and away the most popular citizen of either sex in Atlanta.

President LANE.—I wish I could find words adequately to express the gratitude which we feel for the warm welcome which you have given us, for the kind way in which you have welcomed us, and for the welcome the mayor has spoken; for the very hospitable welcome which all of the people of Atlanta whom we have met, and many others whom we hope to meet, have given us. I think it has never been the good fortune of the American Library Association before to be present in a city where such interesting library functions were discussed, or to witness a ceremony, such as we have witnessed this evening, by which the generosity of a capitalist and the public spirit of a society have united to insure forever a splendid library in Atlanta. I think, too, that the American Library Association has never been honored by so large a company from the city in which it has met. We have met all over the land, but never has so large and enthusiastic a company come to one of our sessions, and that is good evidence of the correctness and exactness of what you have said in regard to the character of the city of Atlanta. We shall go home fully convinced that you are entirely right.

We have come to you from all over the country—from Maine, California, and, I suppose, from every state in the Union. We are all immensely interested in libraries. It is our work. We believe that the library has a mission, and we never want to leave a city until every one in it is as thoroughly interested as ourselves. For that reason we are glad that you have come

here to-night that we may have a chance, through some of our members, to speak to you in regard to some of the matters in which we are interested. It is not my object to do this—it can be done much more efficiently by others—and I shall have the pleasure of introducing to you one who has done more than any man in America to stir interest in library achievement and to direct its course—Melvil Dewey, of the State Library of New York.

Mr. DEWEY spoke on

WHAT A LIBRARY SHOULD BE AND WHAT IT CAN DO.

Atlanta has been known long in this country as a southern city that believes supremely that education pays, and as the revelation has come late in this century of what the library is or should be, and what the library can do, on this line I will say a few words to you to-night.

We have had an illustration in the recent war with Spain that education pays, in showing what it means to have the man trained who is behind the guns. We have in Mr. Carnegie's work, whose name has been mentioned here in his competition with the rest of the world, an illustration of another peculiar American feature that American education pays in dollars and cents; but the part the library has in a system of public education is a more recent conception. It took a thousand years to develop our educational system from the university down; first the university as the beginning of all education, then the colleges to prepare for the universities; then the academies and common schools to prepare for the colleges. But it is only in our own generation that we have come to understand that we must begin with the kindergarten and end in our libraries.

I am pleased to-night to know that the Young Men's Association has done this generous work, and that Atlanta is going to pay from the taxes the money for its library. It would be no advantage to this city if your schools were provided for you without charge to the people. Those who study the question from the low plane of dollars and cents, without regard to the higher things in life, have learned that no investment pays so well as investment in education. In many a community men are giving liberally to schools, and are beginning to give liberally to libraries, and they do it because they know it makes everything more valuable—it makes their business more prosperous.

The library is going through the same process the public school went through when Henry Barnard, of Connecticut, visited 27 different states, and spoke before them to urge upon them the need of a system of public education, to provide guidance for the children.

It is true that educated parents are more likely to have their children highly educated, but there is no question whatever that the great majority of the men and women who are to shape the future of this country will be born in the humblest homes, and we thus come back to the problem of the general education of all the people as the best possible advancement and the chiefest defence of the nation. It is the concern of the state because it is the duty of the state, because it pays, and because the state does not dare any longer to neglect it. Therefore I call your attention to the fact that we are repeating in libraries exactly the process gone through with the schools. There are few who doubt the wisdom of donating money to support the free library, and when the history of this time is written it will be marked as the history of free libraries.

Why is it that the people are taxing themselves, erecting beautiful buildings, buying books, paying salaries, printing catalogs, incurring all these expenses, paying out an amount of money that a short time ago would have been thought only a dream? It is a recognition of the necessity and importance of the public library. We understand that it is a good thing, and an essential part of our national life.

At the end of the century a broad conception of the work of the schools is simply this—to teach children to think accurately, with strength, and with speed. If it is in the school that they get their start, then where do they get their education? Tell me from your own experience, was it from the school that you got most of your ideas? We had an experiment some time ago, when the teachers of New York made an elaborate investigation as to the teaching of boys and girls. The thing that influenced those boys and girls most was the books they read. What, after all, is the supreme end of education? I state that we should teach them to think with accuracy and with speed, but I doubt if there is any one who denies that the supreme necessity is the building of character. That is what is winning in the peaceful conflicts of commerce. If you care to analyze how character

is built, follow it back briefly. Character comes from habits, and habits from actions repeated, and actions from a motive, and a motive from reflection. What makes me reflect? What makes you reflect? What is the cause? Isn't it something that you have read in a book, a magazine, or a paper? So the genealogy is this: reading begets reflection, reflection begets motive, motive begets action, and action begets habit, and habit begets that supreme thing—character. So we have come to recognize that if we are to accomplish the chief end that is before the people, we must strive to control the reading for others.

Reading sometimes carries downhill, as it often carries upward, and there is no way that we can reach the people except through the free library and with proper help from the people.

What Atlanta wants to do with her citizens is not to train privates, but to train officers. If you go out on the streets you can find a thousand men to do the work of a laborer, where you can find only a few to do the work that will demand five or ten thousand dollars. The world is looking for that last class of men. It is the highest salaried man that is the hardest to find. If you would buy a machine, there enters into it the material that is in it; the process of manufacture throughout which has transformed it, and then its approved fitness for performing its functions. It is the same way with a man—the native material that is manufactured; then comes the experience which proves the fitness for his work; and you pay the salary for these things.

Thomas Edison and other great men have said that their whole lives were governed from reading a single book. So the province of the library is to amuse, to inform and inspire. We have the old proverbs, "As free as air," "As free as water"; but the new one that is to inspire the race is, "As free as knowledge." The people of this state cannot afford to have any boy in Georgia who is anxious to know more, to make his life more valuable, who wants inspiration and is ready to read, and not furnish to him what he seeks. Education is the chief concern of the American people, and the states that have done most for education have been the most prosperous.

It is the concern of the richest as to what should be done for the poorest; you should provide free schools and free libraries, or the

failure to do so will react on your own lives. If you say that this ideal is too high, that the library has important functions, but it does not take its place as the equal of the schools, it is because you have not studied this question in all its details. When you do, you will be forced to the conclusion that we must recognize education hereafter. If you say that this is the inspiration of a dreamer, remember that it is the devotion of noble minds that never falters, but endures and waits for all it can find, and what it cannot find, creates.

F. A. HUTCHINS spoke on

TRAVELLING LIBRARIES.*

Every patriotic citizen feels a thrill of hope and pride as he watches the establishment of great public libraries in the great cities of the United States. Magnificent buildings are being erected to house great collections of books for the use of the residents of the great cities; men noted for business sagacity and for patriotism are giving not only large sums of money, but are giving time and their strength to the development of these libraries; intelligent and skilled librarians are using every effort in their power not only to make vast collections of books, and to make them useful to the students, but to win people to come to their libraries, and to use them.

Out through the cities these forces are feeling day and night for the desolate and destitute boys to bring them within the power and influence of books. Through these children they are sending to the homes the great books which make boys and girls, men and women, better. These magnificent buildings, these great collections of books, this great enthusiasm and service seem for years to have been given to the people of the cities; but what of the boys and girls who live in the sod houses on the prairies of the West? Who has thought of the boys and girls and the men and women in the country districts of the Cumberland? Who has thought of the people living in the lumber camps of Maine and Minnesota? Who has thought of the little hamlets on the railways where the boys spend their time in loafing? Who thought to make this great collection of books useful to our friends, our brothers and sisters who live beyond these great influences and centres of culture?

* Abstract.

The problem has been stirring thoughtful people for months, and it is a difficult one to solve.

We cannot bring these people to the great libraries. We cannot give them these great collections of books. How shall we give them books that will help them? How shall we put their reading under the control of people who know the books that will profit and cheer and help them?

Seven years ago Mr. Dewey in the state of New York found the answer. On the 8th of February, 1893, he sent out the first travelling library to show the people beyond the influence of the great libraries the usefulness and helpfulness of books. What a wonderful idea it was! Why has it not been done before? The idea was so winning, and it appealed so strongly to the people, that in May, 1898, instead of one travelling library in the United States with a hundred books, there were 1650 travelling libraries, with 73,000 volumes. To-day in the United States there are nearly 2500 travelling libraries, with over 110,000 volumes, helping these people in the country districts; and it is not only in the United States that these libraries are helping the people in the outlying districts. In New Zealand, in British Columbia, in Ontario there are travelling libraries. Surely there must be something wonderfully winning and wonderfully attractive in the benevolent thought that has taken to itself the wings of morning and flown to the uttermost parts of the earth. Why is it that this thought appeals so to people? Why is it that the women's clubs are sending out these libraries? Why is it that normal schools are sending them out to communities; or why is it that the women of New Jersey are sending them to the life-saving stations? Why is it that everywhere when the people learn of the usefulness of the work they are anxious to send these travelling libraries to their neighbors and their friends?

When the libraries first went out—those in the state of New York—they were purchased and arranged with the money appropriated by the state. Two years later the legislatures of Iowa and of Michigan appropriated large sums for travelling libraries within the borders of those states. A few other states have done the same, and recently Minnesota and Kansas and Indiana have given the means for these libraries. But in most of the states it has been impos-

sible, as yet, to secure such support, and it has remained for private individuals, for normal schools and for women's clubs to send out libraries in most of the states, so that I may say now that the travelling libraries are already in existence in 32 states of the Union, and in 25 of them they are maintained by private parties.

C. C. SOULE followed with an exhibit of

LANTERN SLIDES OF LIBRARY BUILDINGS,

which was unfortunately curtailed owing to the lateness of the hour.

The slides were selected with the intent to lead the spectators through the various phases of library architecture and to qualify them in the half hour at their disposal to be useful members of building committees for future Georgia libraries. Library architecture was noted as dating from "the library era, 1850," but types of antiquated library buildings were illustrated and their characteristics defined.

The slides shown included, as types of historical interest, the Library of the University of Leyden (16th or 17th century), with floor-cases and windows starting above the cases; the Vatican Library, Rome, showing cases and books subordinated to floor ornament; the Manchester (Eng.) Public Library, issue desk and reading-room, showing high wall shelving and ladders; and the Loganian Library of Philadelphia, the earliest American library building, dating from 1743 and long ago demolished.

A view of the interior of the Peabody Institute was shown, illustrating the "conventional plan" of 1850 to 1870, with its galleries and alcoves; while at the other end of the scale was shown a Wisconsin travelling library, in the interior of a small neighborhood store with the small box of books on a table.

Types of libraries for small towns were the Pequot Library, Southport, Ct., and the Public Library of New London, Ct.

The large and busy city library was illustrated by views of the Philadelphia Free Library and its branches, showing work rooms and crowded reading and delivery rooms.

The New York Mercantile Library was shown as illustrating the plan of putting a library on the top floor of a business building—a good plan for a proprietary library, which thus derived revenue from rents of floors below.

New or recent library buildings were illus-

trated by views of the Pawtucket Public Library plans, showing a simple and effective exterior, and an interior, including children's room at one side and reading-room on the other, with administration room next the open-shelf alcove room, to be fitted like a private or home library; the Pratt Institute Free Library, the Providence Public Library and its long stack, the Newark building with its detached stacks and alcoved reading-rooms, and the Prendergast Library at Jamestown.

Other views included the Newberry Library, representing the "Poole plan"; the New York State Library and the library school room; the New York Public Library, exterior and interior; the Chicago Public Library; the Boston Public Library; the Library of Congress; and the reading-room of the British Museum.

At 10.30 p.m. the session adjourned, and a reception was enjoyed at the club-house of the Capital City Club.

THIRD SESSION.

(KIMBALL HOUSE, WEDNESDAY MORNING,
MAY 10.)

The meeting was called to order by President LANE at 10.05 a.m.

JOHN VANCE CHENEY spoke briefly of

THE BLUE-PRINT PROCESS FOR PRINTING CATALOGS

devised by A. J. Rudolph, of the Newberry Library, now in experimental use at that library, and exhibited sample pages of the blue-print catalog begun by Mr. Rudolph.*

F. M. CRUNDEN, chairman, read the draft submitted by the

COMMITTEE ON REVISION OF A. L. A. CONSTITUTION†

with the later suggestions and additions made by the committee and others. It was *Voted*, That the constitution as revised be printed for the use of the members of the association in the discussion to follow later. It was also *Voted*, That the subject be referred back to the committee for the purpose of holding a special session to hear suggestions, and that the commit-

* For an account of this enterprise see "The blue-print process for printing catalogs," by A. J. Rudolph, *Library Journal*, March, 1899, p. 102.

† This draft was printed in full in *Library Journal*, April, 1899, p. 154.

tee report back to the general session on Thursday morning. It was announced that the committee would hold the special hearing at nine o'clock on Thursday morning.

J. L. WHITNEY presented the report of the

FINANCE AND AUDITING COMMITTEE.

The undersigned, members of the Finance Committee, have examined the accounts of the treasurer, during the period covered by his report, and find them properly kept and vouched for.

JAMES L. WHITNEY,
GEO. T. LITTLE.

We have examined the accounts of the Publishing Section of the American Library Association, William C. Lane, treasurer, from Jan. 1, 1898, through Dec. 31, 1898, and find them correctly kept with vouchers for all payments.

JAMES L. WHITNEY,
GEO. T. LITTLE.

The regular program, which continued the topics presented at the previous evening's session, was opened by S: S. GREEN, with a paper on

HOW TO ENCOURAGE THE FOUNDATION OF LIBRARIES IN SMALL TOWNS.

(See p. 14.)

W. R. WEBB. — Many small libraries will reach out to a larger population than one huge library in a great city. This is a matter of extreme importance, especially to those of us who live in the south, as our population is widely scattered and chiefly rural. It may not be widely known, but the country boy has more of the elements for meeting the responsibilities of life, in contact, as he is, with nature, the best kindergarten in the world, if he is not robbed of his birthright by having his home and his community deprived of the best literature. It seems to me that travelling libraries ought to take deep root with us in the south; we ought to interest ourselves in getting up small libraries and in exchanging those libraries frequently, sending them around through the community and through a great many communities. If you put them at a private house, I suggest that a family carries with it the greatest charm, and the library ought to be in the hands of a young lady popular in the community, one who has had especial educational opportunities, and a tender feeling for those who have been unfortunate, and who will make

her home attractive and bring the children to her.

I have spent my lifetime in building up libraries in the country. From individual effort, without being backed by any church or any organization, I have succeeded in putting into communities 15 or 20 libraries, one of them of \$150 worth of books, two of them of \$200 worth of books, and 10 of them of \$10 worth of books. I have put a library of \$6 worth of books in one community that has given me the greatest satisfaction, where people lived in log cabins, with a log church, and learned to read in the public schools; the interest they have manifested in good literature is shown by the marked development of those who took such interest. And from these small beginnings they write me that at the end of a certain period they had accumulated a fund sufficient to almost double the number of books in their possession, and asked me to suggest books for them to buy. If you will take the country boy, who has never walked on a carpet in his life, and put him in contact with the best literature, there is absolutely no limit to his possibilities.

Miss L. E. STEARNS read a paper on

HOW TO ORGANIZE LIBRARY COMMISSIONS AND MAKE STATE AID EFFECTIVE.

(See p. 16.)

F. A. HUTCHINS spoke on

HOW TO START TRAVELLING LIBRARIES.

I wish to speak especially to the librarians and trustees of small libraries — to those who have not the means to establish large and costly systems of travelling libraries. Any small library may be made the centre for useful work among the farmers and the residents of the hamlets in its vicinity if the librarian can secure a few good travelling libraries and keep them at work.

Travelling libraries for rural communities are primarily intended to help untrained readers who have no librarian as a leader and instructor in their reading. The books of the libraries must, therefore, be such as interest the people to whom they are sent. They must be interesting, popular books. A few old books gathered from unused family libraries will kill any enthusiasm for books which they find in an out-of-the-way community. Intelligent people will often read uninteresting volumes rather than be

entirely idle, but people who have read little must be taught by means of the most popular of the good books. The best of the children's books are always the most useful and popular.

A travelling library, to be successful, must be in charge of some intelligent person who will carefully attend to all the details of its management. The work requires time, patience, intelligence, and enthusiasm. A library in a village or small city is an admirable centre for the rural communities near it, if the librarian is interested in the work. Such a local travelling library system gives its superintendent an opportunity to meet the officers and patrons of the travelling library stations and to inspire them by personal contact. Under such circumstances the persons in charge of the outlying library stations and their friends may sometimes be gathered in "library meetings," and I have seen a few such meetings which were dominated by the "library spirit" as completely as the best of the meetings of trained librarians.

While good books and a good superintendent are essential to the success of any travelling library system, it is nearly as important that the men and women in charge of the outlying stations should be kindly and earnest. The task of a woman who opens her house to loan books to all comers, even in a rural neighborhood, is not in all respects a pleasant one; and if she is not animated by the best of motives she may easily make her home uncomfortable to all but a favored few. It is important, then, to use care in selecting the homes or business places where the travelling libraries are to be stationed. If it is possible the superintendent of the libraries should visit the communities to which the books are to be sent, and should select the librarians and then keep in constant touch with them.

A good leader in a travelling library system will find good helpers, but unless a travelling library system can be built up by good leaders, who will give it careful attention, and unless the books are good, the system will fail. The travelling library cause to-day stands in danger of injury from people who have a fussy enthusiasm and hope to win honor and do good with a few discarded books.

I have here a small box that will hold but 15 or 18 volumes. It is a sample of a case used for small travelling libraries. It has a handle on top, and on one side may be dropped so that

the whole can be used as a bookcase. In one small city in Wisconsin such cases are filled with books, and a farmer who lives near may take a box and books for eight or ten weeks, if he will make it a library for only a few neighbors. These very small libraries are serving a useful purpose because some good families who will not open their houses to all comers will take them to accommodate a few friends.

In my own state we send out large numbers of magazines, illustrated papers, and children's periodicals with our libraries, and we find that in many of the most needy communities the periodicals are more sought for and seemingly do more good, at first, than the books. We bind the *Youth's Companions*, and find that in many homes where there have been no papers or books that parents and children learn to read more easily by means of the simple stories of this periodical. Among the tired housewives on the farms the illustrated papers and the *Ladies' Home Journal* are very popular. At the small railway stations the habitual loafers seem to be more attracted by *Munsey's Magazine* than by any other.

S: S. GREEN.—Would you not prefer *McClure* to *Munsey*?

F. A. HUTCHINS.—I should prefer many other magazines to *Munsey*, but it is a fact that the pictures of *Munsey* attract a certain class of people, especially the idlers, whom we wish to get hold of, and we have found that after they have become interested in the pictures that they are gradually led by them to read other and better literature.

We have interested the school children in helping us to gather copies of the children's periodicals and illustrated papers, and this has been the means of interesting them in our work and training them to be public spirited. We have had the help of thousands of children from well-to-do families, and we feel that the work is doing them good and training them to be better citizens. I would say to those who contemplate starting travelling libraries: "Interest your neighbors and your neighbors' children in your work, and give them plenty of chances to help you and to sympathize with you."

President LANE.—If Mrs. Heard is with us this morning, I wish she would tell us about the work of the Seaboard Air Line in this direction.

Mrs. E. B. HEARD.—You must not embar-

rass me by paying too much attention to what I am going to say. Sometimes the very noise of my own voice frightens me. The work that is being done by the Seaboard Air Line is only about nine months old. Before my marriage I lived in a college town, and you all know what that means in giving access to the best books and to libraries. After my marriage I moved into the country, 35 miles from a railroad, where a newspaper was new to me, no matter how old it was, and a book was something that was hailed with great delight. I made up my mind then that if it was ever in my power to do something for farmers and farmers' wives, I would do so, and I am very thankful now that I am in a position to do a very little. I count myself most fortunate in securing so powerful an ally as the Seaboard Air Line. They do everything that I ask them to do for me, because they know it is a work of love on my part. On account of a recent gift from Mr. Carnegie, it is possible for me to send out a great many new books. Many old books are sent to me, but I weed these out to get fresh new books for my people. Mr. Carnegie's gift has put Mr. St. John, the general manager of the Seaboard Air Line, in possession of \$1000 to spend; and now the publishers in New York City say they will give me 30 or 40 discount on the books that I am to buy to distribute among the country people. I am glad I am here and glad that you all are taking so much interest in what I am doing, and I feel that every woman and man here is going to send me some inspiring thought that will help keep me moving onward and upward, and help me in working for my people of the south, Virginia, North Carolina, South Carolina, Georgia, and Florida — those are my states that I am working in — the land of the south, the land of the mocking-bird and the jessamine and everything that is beautiful.

Miss E. G. BROWNING followed with a paper on

HOW WOMEN'S CLUBS MAY HELP THE LIBRARY MOVEMENT.

(See p. 18.)

In the absence of H. M. UTLEY his paper on

HOW TO PLAN A LIBRARY BUILDING

was read by title,

(See p. 21.)

and the session closed with a paper by Miss C. M. HEWINS on

HOW TO MAKE A LIBRARY ATTRACTIVE.

(See p. 23.)

Announcement was made that the conference would be transferred on Friday morning to Lithia Springs, where the final sessions would be held.

Adjourned 12.55.

FOURTH SESSION.

(KIMBALL HOUSE, THURSDAY MORNING,
MAY 11.)

Previous to the general session the Committee on Revision of the Constitution held a special hearing to receive suggestions and criticisms for incorporation in the revised draft of constitution to be submitted by them. This hearing was opened at 9 a.m. It was largely attended and occupied the full hour allotted to it, evoking general discussion.

The meeting was called to order by President LANE at 10.05.

President LANE presented a communication addressed to the American Library Association by M. Paul Otlet, Secretary-General of the Institut International de Bibliographie of Brussels, calling attention to an

INTERNATIONAL BIBLIOGRAPHICAL CONGRESS, to be held under the auspices of the institute in connection with the Paris Exposition of 1900, and proposing that this congress be devoted entirely to matters of bibliography proper, while a second congress, to be held simultaneously, should treat subjects of general library economy and administration.

It was *Voted*, That M. Otlet's communication be referred to the advisory committee on A. L. A. Exhibit at Paris Exposition.

The appointment of the advisory committee on A. L. A. Exhibit at Paris Exposition was announced as follows: W. T. Peoples, Miss A. R. Hasse, C. W. Andrews.

REPRODUCTIONS OF ANCIENT MANUSCRIPTS.

President LANE. — I have received from A. W. Sijthoff, of Leyden, a letter calling attention to the series of reproductions of ancient manuscripts carried out by his house. This enterprise was planned by the International Association of Librarians at the instigation of

Dr. du Rieu. That particular form of the plan came to an end with the death of Dr. du Rieu. The series, however, has been undertaken, and it is a matter of great interest and importance that these ancient manuscripts should be reproduced in sufficient number to ensure their preservation, and in that way be accessible in different libraries in different parts of the world; and all libraries which have the means ought to support this enterprise.

ELECTION OF OFFICERS.

Announcement was made that the polls would be open for election of officers from 8 to 10 o'clock that evening, and W. R. Eastman and J. I. Wyer were appointed tellers.

RESOLUTION ON APPOINTMENT OF LIBRARIAN OF CONGRESS.

R. R. BOWKER. — I offer the following motion: That the thanks of the American Library Association be expressed to the President of the United States for the principles recognized by him in his appointment of a Librarian of Congress, that fitness, training, and experience should determine the choice of those charged with the administration of libraries. Referred to the Committee on Resolutions.

The regular program, which dealt with phases of co-operative work, and had been prepared under the direction of the Co-operation Committee, was opened by T. L. MONTGOMERY, who read the

REPORT OF THE CO-OPERATION COMMITTEE.

(See p. 92.)

Dr. CYRUS ADLER spoke on THE INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.*

The first conference on an International Catalogue of Scientific Literature was held in London in July, 1896. It reached certain definite conclusions, but remitted to the Royal Society the study of all questions remaining undecided for report. At the end of March, 1898, the committee of the Royal Society presented such a report to the various governments, containing schedules of classification for various sciences, and details of a card catalog, of a book catalog, and of the government of the work by the for-

mation of an international council and international committee of referees, and a central bureau consisting of a general director, skilled assistants for each branch of science, and clerks.

It was estimated that 40,000 communications would have to be indexed per year, and that if on the average there were three analytical slips for each entry, 160,000 such per annum would be issued, that the book catalog would amount to about 16 volumes, that in order to cover the expense of the entire scheme there would have to be 350 subscriptions to the book catalog at \$80 a year, for the card catalog 130 subscriptions at \$75 a year, or, if the analytical card catalog were issued, 171 subscriptions at \$175 per year — that is, for the whole scheme, if carried out, the subscription would be about \$330 per year.

The conference met in London, Tuesday, Oct. 11, 1898, the representatives of 18 governments participating.

It would not be possible in the time allowed to give even an abstract of the discussions of the conference and the conclusions which were reached. It may be well, however, to indicate some of the principal topics of discussion. One of the earliest to be raised was whether the attempt should be made, in view of the great cost, to issue a card catalog. Many delegates thought it impracticable. The conference, however, affirmed in principle the publication of the catalog in the double form of books and cards. There was considerable discussion concerning the list of sciences to be indexed, and their scope. It was decided, for instance, to limit "Geography" to Mathematical Physical Geography, and to exclude Political and General Geography. It was also agreed that the index should be a subject index, each subject to be arranged in special classes, and that for purposes of notation, letters, numbers, or possibly other symbols might be used, and that these should, in the cases of each science, best meet the needs of that science, although as far as possible they were to conform to a general scheme.

As it was evident that the details of classification could not be discussed at a general conference, a resolution prevailed that the authoritative decisions as to the schedules be entrusted to an international committee consisting of Professor Armstrong, Chevalier Descamps,

* This is a summary of a more extended account of the international catalog conference, contributed by Dr. Adler to *Science*, for June 2 and June 9, 1899.

Professor Foster, Doctor S. P. Langley, Professor Poincare, Professor Rücker, Professor Waldeyer, and Professor Weiss. To this committee a representative of Russia has since been added, and it is understood that a report will be drawn up during the summer of 1899. It was further decided that the delegates from the various countries take measures to obtain the opinions of scientific men as to the several features of the catalog. In the United States a committee was appointed consisting of Dr. J. S. Billings, chairman; Professor Simon Newcomb, Dr. Theodore Gill, Professor H. P. Bowditch, Dr. Robert Fletcher, Mr. Clement W. Andrews, Mr. Herbert Putnam, and Dr. Cyrus Adler, secretary. This committee obtained advice and criticism from some 20 sub-committees of the faculties of the leading universities of the United States, of some of the important learned societies, and of distinguished librarians, and transmitted a report together with many details to the committee at London.

It has been the intention to begin the catalog on Jan. 1, 1900, and with this view special appropriation was asked from Congress to enable the United States to do its share of the work, but this unfortunately failed. Should the catalog actually begin at that date, it is still hoped that by the co-operation of the universities and libraries in five or six of the large centres, the work can be carried on for one year, and that when the subject is next presented to Congress it will meet with more favorable consideration.

Dr. ADLER then presented the

REPORT OF THE A. L. A. COMMITTEE ON INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

The committee appointed by the American Library Association to co-operate in securing aid from Congress for the International Catalogue of Scientific Literature begs to present the following report:

The Secretary of State in October, 1898, in his annual estimates, requested the sum of \$10,000 to be expended under the direction of the Smithsonian Institute for this purpose. He also addressed letters to the chairmen of the Committees on Appropriation of the Senate and the House strongly recommending the grant. The item was not reported by the House Committee on Appropriations. Your committee then

held a meeting, being joined by Mr. Herbert Putnam. The New York Public Library, the Boston Public Library, the John Crerar Library and the officers of your association sent petitions to Congress urging the appropriation.

Dr. Billings went to Washington and saw members of the Senate Appropriation Committee, and at the same time a letter was sent by the Secretary of the State strongly urging favorable action. Accordingly the Senate committee inserted an item appropriating the sum of \$5000, which passed the Senate, but failed in conference. The failure was due to no unfriendliness to the project itself, but was the result of one of those inevitable compromises between the Senate and House, the conference committee having to choose between it, and the provision of absolutely indispensable officials for our Embassies abroad.

The committee recommended the adoption of a resolution urging the importance of this matter upon Congress, and further recommends that the individual members of the association endeavor favorably to dispose members of Congress to support an appropriation for this important work.

Respectfully submitted,

J. S. BILLINGS,
C. W. ANDREWS,
CYRUS ADLER.

C. W. ANDREWS.—It has been suggested that I might make perhaps a slight addition to Dr. Adler's report, having been on the committee. The decision as to the form of the catalog seems to have been in the nature of a compromise between the system of a slip or card catalog and book form, as to which would be the cheapest and most desirable. It seems to me that by this plan an individual worker would have to work about 40 years in 40 separate volumes to obtain information on a subject. The plan suggested by Harvard and by the John Crerar Library and others was in the nature of a sheet issue instead of a card issue, which would enable titles to be consolidated and would produce great economy. If the sheets were made cumulative it would be a great improvement. I should be very glad to have the opinions of librarians who have had any experience with cumulative sheet issues on the feasibility of the plan. I mean to try it myself with the electrotpe which we use at the John Crerar Library and see if it is feasible,

W. I. FLETCHER. — We understand that a certain price has been named as the probable cost of this catalog. At the same time I understand that the United States Government, and I suppose other governments as well, are being approached for financial support. There must be a very large difference in the cost, to be affected by the question whether or no the governments give that support; and also it is singular if the price cannot be fixed without reference to the number of subscribers. I am much interested to know whether there is any prospect that the government aid or the securing of a considerable number of subscribers might not largely reduce the cost.

Dr. ADLER. — The scheme of cost is based upon a minimum number of subscribers. It is estimated, for example, that the least number of subscribers that will successfully carry the book catalog out is 350. The appropriation from the government that has been asked for is quite another matter. Part of the plan, of course, is that each country or region shall collect scientific literature of its own country. In the United States it is proposed to establish a central bureau for the purpose of collecting and arranging the original matter that goes into this catalog. It is for the support of this establishment that the appropriation has been asked. At a very low estimate \$10,000 per annum would be required to do the work for the United States, and the appropriation is for that purpose. The United States is looked forward to very hopefully. It is supposed to be likely to take between 20 and 30 copies of the complete catalog. It is my opinion that it will take more, but I did not wish to make too many promises.

The report was accepted; and it was *Voted*, That the American Library Association respectfully urges upon Congress the appropriation of a sufficient sum to enable the United States to be worthily represented in the proposed International Catalogue of Scientific Literature. It was also *Voted*, That the executive board be requested to continue the committee on International Catalogue of Scientific Literature.

In the absence of HERVEY WHITE his paper ON THE VALUE OF HOME AND PRISON LIBRARIES was read by title and accepted for printing.

(See p. 27.)

DUPLICATION OF BIBLIOGRAPHIC WORK.

Mrs. S. C. FAIRCHILD. — I should like to say a word on the persistent waste of strength that is constantly occurring in the duplication of bibliographic work. The Co-operation Committee speaks of the proposed co-operation between the Library School and the American Historical Association. Three people were selected to prepare a bibliography, at the request of the committee of the American Historical Association, on the important subject of Colonies and Dependencies. In a recent visit to the Library of Congress I inadvertently discovered that the bibliographer of the Library of Congress had done much work in this direction. There should be some way of preventing such duplication. We need all the strength we have, without wasting it in having different people working independently at the same thing. It would probably be possible to secure an institution that would be willing to register bibliographic work about to be undertaken, with the names of the people undertaking it. Of course, librarians do a very small part of the bibliographic work that is done; it is done mainly by scientific men or persons connected with scientific institutions. Some working plan should be prepared that will let every person in the country who is likely to do any bibliographic work know that he may have the privilege of registering at some central institution or bureau, and thus learn if others are interested in the same work. I move that the association request the executive board to formulate such a working plan and put it into operation.

W. I. FLETCHER. — In seconding Mrs. Fairchild's motion I would say that the Publishing Section has contemplated some movement in this direction. It should probably take the form of a sort of bulletin which might absorb and make generally available to libraries works of this kind, whose promoters would be willing to have them absorbed in this way by the Publishing Section. The Publishing Section, I think, could well undertake to circularize the libraries of the country on this point.

It was *Voted*, That the executive board be requested to formulate a working plan for preventing, so far as possible, duplication of bibliographic work, and to put the same into operation.

F. J. TEGGART spoke on

PLAN FOR A HANDBOOK OF AMERICAN LIBRARIES.

The proposal which I desire to lay before you on this occasion has already been brought to your attention through a paper which appeared in the *Library Journal* for December, 1897. I pointed out there that in most of the countries of Europe the demand for accurate information in regard to libraries had called forth some form of handbook epitomizing the leading points of importance or interest in connection with each institution.

Varying in degrees of accuracy and merit, these works have been constructed usually on one of three lines: statistical, descriptive, or bibliographical.

The especial point in favor of the first of these methods is that it gives an easily understood basis for an approximate estimate of the relative importance of different libraries, and thus far subserves a useful purpose. But there, except in so far as the list provides a convenient address book of libraries and librarians, the value of the statistical table ends. There is no means of obtaining from it any definite conception of the value, scope or usefulness of an institution. For all that a tabulated statement may say the Sutro library of San Francisco, stowed inoperative in inaccessible warehouses, is superior to the Boston Athenæum, and the disjointed library of the University of Chicago as easily utilized as that of Harvard College.

A more elaborate method, and one which has been followed frequently, consists in giving at more or less length a connected account of each of the libraries of a country or district. Such a method applied generally becomes the history of libraries as usually written, notwithstanding that in practice the method has proven unwieldy.

In illustration of the latter point may be instanced Mr. C. C. Jewett's "Notices of public libraries in the United States," Wash., 1851. Although published at the beginning of the modern library movement and giving but brief accounts of the institutions known to the compiler, the book reaches an extent of 200 pages. But a new edition published a few years later (by W. J. Rhees, Phil., 1859), compiled on the same lines, contains 700 pages.

Notwithstanding their drawbacks, such descriptive works have been popular and continue to appear. In addition to the works of Jewett

and Rhees much of this kind of material is to be found in Guild's "Manual" of 1858 and in the Bureau of Education Report of 1876. Since the latter date no attempt on a general scale has been made to bring the information down to date for the United States. Certain districts have, however, been covered: Mrs. Apponyi's "Libraries of California" appeared in 1878, the New Hampshire Library Commission reported on the libraries of that state in 1894, the Library Association of Washington City prepared a descriptive list of libraries there in 1897, and the monumental volume of the Massachusetts Library Commission giving a descriptive account of each of the free public libraries of the state has just been published.

Works such as these furnish most valuable evidence of the condition of the libraries of a country, but their bulk rather serves to hide the details of information which are more clearly presented in statistical form; and on the other hand, limitations of space forbid the insertion of technical matter which librarians would value, or the minutiae dear to the historical mind.

As an example, it may be noted that while Quincy's "History of the Boston Athenæum" (Cambridge, 1851) contains over 300 pages, the account of that library published the same year in Jewett's "Notices" covers less than four pages. And so it must always happen—in an encyclopædia restricted to a single volume one must be content with meagre information.

But why not, instead of compiling brief and unsatisfactory accounts, simply refer the inquirer to such books, pamphlets, or other records as have appeared in print?

This attitude was taken in the earlier part of the century by Vogel in his "Litteratur Europäischer öffentlicher und corporations-bibliotheken" (Lpz., 1840). Later the bibliographical method has also been followed for French libraries in the *Annuaire des bibliothèques* (since 1886), for Germany in Petzholdt's "Adressbuch," and with rare accuracy and typographical excellence for Italy in Ottino and Fumagalli's "Bibliotheca bibliographica Italica" (Rome, 1889-95).

Not that this method is devoid of objectionable features, for a library with a voluminous literature might perhaps be no longer in existence, might be insignificant in size, or of small general utility, while one of genuine importance might be but slightly represented. On

the whole, however, most libraries have found an historian, and are represented in print in about the ratio of their prominence.

It seems to me that a handbook of value might be constructed by embodying the good points of the methods to which I have been speaking.

To put my proposal in definite form — I think that the time has come for the preparation of a Handbook of American Libraries. The information to be included should cover for each library the date of its foundation, the legal provision for its establishment, the sources and amount of its revenue, the number of volumes and an average of its increase, the special collections in each and their strength; also, a list of the librarians with the dates of their tenure of office, a list of all publications of the library, and a similar list of all publications which have appeared treating of it in any way.

As to the means for gathering these facts, it may be said that the California Library Association is compiling just such a handbook for that state, and there should be little trouble in securing the co-operation of the 27 library associations and clubs which are in existence.

I also wish to point out the desirability of having the handbook prepared in time to be presented as a part of the American exhibit at the Paris Exposition.

It is therefore moved that the executive committee of the A. L. A. appoint a committee to inquire into this matter with power to undertake it if found practicable.

R. R. BOWKER. — Has Mr. Teggart made any estimate of the size of such a work? What he is doing in California suggests how interesting such a work would be, but the limitations ought to be considered for a moment and the suggestions which he has made regarding his own state would perhaps put the thing in more practicable shape. If the preparation of a handbook for each state could be recommended to each state association, a good beginning would be made, but a book of such scope on a national scale would be an almost impracticable task. In some states it would be quite possible and very desirable to prepare such material; in others it would seem to be practically impossible. The committee should have before it the suggestion that a recommendation be made to the state associations to do the work,

rather than that the work should be undertaken by the association.

H. L. ELMENDORF. — The material, however, should be in the hands of the association as an association.

It was *Voted*, That a committee be appointed by the executive board to consider the expediency of compiling a handbook of American libraries, and to compile such handbook if that be thought advisable.*

Miss E. E. DAVIE spoke on the

PROPOSED ISSUE OF CATALOG SLIPS BY HARPER & BROTHERS.

Harper & Bros. have under consideration a plan for issuing catalog slips for all their publications. They purpose to send out a sufficient number of author slips to cover completely the cataloging of a book. Titles and subject headings are to be written in by the libraries receiving the slips. All slips will be printed on good linen paper, which can be mounted on a heavier card. The slips will be the size of the standard catalog card. The Decimal classification and Cutter number will be given. The slips will arrive a week before the publication of a book, thus serving the purpose of announcements as well as fulfilling their mission as catalog cards.

For many years the American Library Association has endeavored to induce the publishers to do just this thing. If the amount of money expended in advertising to libraries can only be utilized and made to pay for something of practical service to the libraries and at the same time be an effective advertisement, the possibilities that open out are many and attractive. But you must lend this first and rather feeble effort your aid. You say that you wish the publishers to issue catalog slips or cards. Will you pay the cost of mailing them to your library for one year at intervals of two weeks as a guarantee of your interest in the matter? The sum requested is slight, only 50 cents a year, and in all probability the second or third year will bring you better cards with less or perhaps no expense.

F. M. CRUNDEN, for the

COMMITTEE ON REVISION OF A. L. A. CONSTITUTION, requested votes, by show of hands, on the following questions, which should guide the

* The committee was later appointed, as follows: F. J. Teggart, T. L. Montgomery, C. W. Andrews.

committee in preparing a revised draft of the constitution:

Shall the constitution recognize affiliated organizations? No.

Shall the constitution alter status of sections? No.

Shall sections be specifically represented in the council? No.

Shall the name of the Publishing Section be altered to Publishing Board? Yes.

Shall the council include all ex-presidents of the association, *ex officio*? No.

Shall the council have the general management of the business affairs of the association? Yes.

Shall the council designate place of meeting? Yes.

Shall the council elect the officers of the association? No.

Shall they nominate officers, leaving any member with the right to make any nomination desired? Yes.

Shall the constitution be changed, making the president eligible for immediate re-election? No.

Shall the ranking vice-president succeed the president in case of vacancy? Yes.

Will the association decide to adopt the substance of the constitution at this meeting, the draft to be sent in print to each member by next October and finally adopted at the next meeting? Yes.

Shall matters of detail be relegated, as far as possible, to the by-laws? Yes.

C. W. ANDREWS read a paper on

CO-OPERATIVE LISTS OF PERIODICALS AND TRANSACTIONS OF SOCIETIES.

(See p. 29.)

JOHN THOMSON spoke on a

PLAN FOR A CO-OPERATIVE LIST OF INCUNABULA.

As my contribution to this discussion on co-operative work, I invite the assistance of the members of the A. L. A. in exactly the opposite way to which assistance is generally requested. Instead of asking permission to write to each member of the A. L. A., I want the members of the association to be good enough to take the initiative and to write to me, and in justification of these novel proceedings, some explanation is demanded. Philadelphia was fortunate enough last fall to have a trustee of

the Free Library in London who proved his activity and industrious watch for good things by discovering a collection, probably unequalled, of some 600 volumes of incunabula which had been gathered together by the celebrated expert Dr. Copinger, and he was skilled enough in the arts of purchasing to obtain the refusal of these volumes for a limited period. The Free Library was happy in having, beyond this, a trustee large-pursed and large-hearted enough to yield to the gentle persuasions of the librarian and put the library in possession of the fine collection at his own expense. I will not explain in detail what these 600 volumes are, because the particulars have been given to some extent in the last annual report of the library and you can thus readily inform yourselves how splendid a collection it is. It is not a selection of incunabula from one or two presses, nor one country. It represents over 302 presses, although there are only 600 volumes in the collection. Another member of the board of trustees has some 380 incunabula in his own private library, and knowing how many are owned by the members of the Grolier Club and by the different universities and libraries of this country, when Mr. Carl Edelheim, who had been staying in Mainz, returned to America he brought with him a formal request from the municipal authorities of Mainz (Germany), that some institution in this country should undertake or attempt to compile a hand list of incunabula owned by Americans.

This hand list it is proposed to send to Mainz as one feature of the quincentenary celebration of the birth of Gutenberg, which is to be held in his natal city. Mr. Edelheim thought that the Free Library might possibly interest itself in this matter. It has done so. The object in view is to obtain the information above suggested, and in no way can we achieve this so readily as through the members of the American Library Association. It is of great importance to know where copies of these specimens of the books printed before 1501 are preserved. That it is of great importance to persons to know where they can consult a valuable incunabula, may be illustrated by the work accomplished by Dr. Oscar Sommer, which is familiar to us all. We are all well acquainted with his excellent "Morte D'Arthur," which was published a few years ago. The finest copies he could cite were in the British Museum and the

Althorp Library, but the treasure of treasures was in America. He obtained leave of absence from his official duties in Berlin for 18 months in order to prepare this edition of the "Morte D'Arthur," and yet some nine pages were not to be found in the copies to which he had access. He ascertained that the finest and the completest copy had been purchased by Mrs. Abbey Pope, of Brooklyn. Naturally he came in quest of such a treasure, and all literary people are benefited by a roundness being given to Dr. Sommers's work which could never have been obtained but for knowing where this copy was preserved.

It will be of great value to book-lovers if we can prepare a list of incunabula in this country and send it over as the contribution of America to the quincentenary to be held at Mainz. I have placed myself in communication with the members and other authorities of institutions and libraries likely to own incunabula, and through Mr. Samuel P. Avery, Mr. Robert Hoe, Mr. R. H. Bayard Bowie, and others, with many who are owners of very valuable volumes.

What I want to ask as a personal favor and also in the interests of the association, is that every member of the A. L. A. who knows where one or more incunabula are should enter into communication with the Free Library in order to bring this information before the compilers of this hand list. Every library lover who can help in this work will, I hope, take the trouble to forward to me the names and addresses of owners of incunabula, so that those engaged in the compilation of this hand list may be able to place themselves in communication with the owners of these books. I recently wrote to the possessor of probably the largest collection of illustrated medical incunabula in the world, Dr. Stockton Hough. He had on several occasions lent me copies of several of his treasures for different purposes, and he has promised to assist on the hand list about which we are talking.

If you will help us in this way, I believe a very important co-operative measure will have been carried out by our association, and I will in conclusion, therefore, express the hope that we may have it published at an early date, so that not only those who hear me speak, but also those who read the proceedings, will do what they can in aiding a work that will not only redound to our credit, but will be of the ut-

most value as a bulletin to every large library in the country. The Free Library has undertaken the work, and we want to get your help by communications addressed to us; for we necessarily cannot know where to apply for information unless we are put upon the right track. I have conversed with Dr. Billings on the subject, and have had from him several communications promising the co-operation of the New York Public Library. On his suggestion, the particulars of such incunabula as are named to us will be at once listed and mimeograph copies of such lists will be prepared as speedily after the close of this conference as possible. Members of the association or institutions having a large number of incunabula will, on application to the Free Library, be furnished with a mimeograph copy, so that they can mark such books as are already owned by themselves or owned by persons of whom they have knowledge, and then add to this list such additional incunabula as are not included in the mimeographed copy.

W. I. FLETCHER. — May we hope that when this list is printed, there will be an indication of the various libraries in which the incunabula listed will be found?

Mr. THOMSON. — Yes, certainly. That is the principle of the list.

Mr. DEWEY. — How will it be distributed?

Mr. THOMSON. — Librarians shall have a copy; especially those who help us. Outside persons will have to pay for it.

Dr. HERBERT FRIEDENWALD spoke briefly of the

ST. GALL CONFERENCE UPON THE PRESERVATION AND REPAIR OF ANCIENT MANUSCRIPTS.*

WILLIAM BEER presented a summary of his
REPORT ON AIDS AND GUIDES.†

There have been but few publications of great importance. On the other hand, the number of special bibliographies and reading lists, the latter published in library bulletins issued at regular intervals or, as in the case of the New York State Library, as often as matter accumulates, has been largely on the increase.

* Dr. Friedenwald's paper was not furnished for publication. For a report of the St. Gall conference, see *Library Journal*, Feb., 1899, p. 61.

† The full report was not completed in time for publication. It will probably be published separately by Mr. Beer.

Perhaps the most valuable assistance to the librarian from a practical point of view has been the publication of the "General index to the *Library Journal*," a key to the most valuable collection of literature in the work of the librarian in any country or in any language.

In the field of general bibliography the only work which has appeared is that by H. Stein, which, though faulty and incomplete in many sections, is of considerable service.

In making out an alphabetical list of special bibliographies, I have availed myself largely of the lists given in the *Library Journal*, in the *Centralblatt für Bibliothekswesen*, and in the good index of the "American catalogue."

The bibliographical work being done at the different departments of the government at Washington is very considerable. The Agricultural Department has issued many bulletins of great value to librarians. The Superintendent of Documents has issued monthly a well-constructed list followed by a good general index.

I have not included in the list of bibliographical aids those reading lists contained in library bulletins, referring for that information to the annual supplement of the admirable "Index to subject bibliographies in library bulletins," which was issued by the New York State Library in 1898.

I do not wish to leave the subject without reference to the general improvement in the character of library bulletins and to the special excellence of those issued by Mr. Foster, of Providence.

It is, of course, understood that these reports are made for the assistance of small libraries in order that they may obtain when the need occurs the assistance of the special works named. I cannot, however, refrain from mentioning the approaching completion of the Catalogue of the British Museum, which but few libraries can possess. For books written in our mother tongue it more nearly approaches the Universal Catalogue than any list which has yet been produced.

Several small libraries have issued catalogs and finding lists during 1898. Both in arrangement and in printing they show a notable improvement over the work of earlier years.

While the United States and England have long enjoyed the advantages of admirable annual indexes to periodicals, it is only in 1898 that France and Germany have made such

necessary provision. These indexes, though incomplete, furnish a handy reference to the more serious periodical publications of the two countries. I refer to Jordell's "Repertoire bibliographique des principales revues francaises" (Paris, 1898, 10 + 210 p.), and to Dietrich's "Bibliographie der Deutschen Zeitschriften litteratur" (Leipzig).

In conclusion, I will briefly refer to two publications of the most useful character and easily procurable.

It has always seemed to me that the fiction in periodicals is unduly neglected after its publication in book form, and this mainly for want of a knowledge of the original place of publication. A list which is appearing in the *Bulletin of Bibliography*, published by the Boston Book Co., will go far to make happy many a reader of fiction to whom the desired volume has been unattainable. I sincerely hope that the list will, after revision, be separately published, at a fair price.

I suppose few librarians have not been asked repeatedly about the authorship of some play which is on the boards of his town for the first time. Until recently I knew of no source of information on this subject. Remember, I do not speak of classics, but of the plays of to-day. Such a source, however, exists. It is published by the American Dramatists' Club, and gives a list of acting plays, authors, and owners.

J. L. WHITNEY read a paper on the

PROPOSED ISSUE OF A PRINTED CATALOG OF THE
BOSTON PUBLIC LIBRARY.

(See p. 8.)

It was announced that the association would meet on the following morning at the Sweetwater Park Hotel, Lithia Springs, Ga.

Adjourned at 1.10 p.m.

FIFTH SESSION.

(ASSEMBLY ROOM, SWEETWATER PARK HOTEL,
LITHIA SPRINGS, FRIDAY MORNING, MAY 12.)

The meeting was called to order at 12.15 p.m. by President LANE, who stated that owing to plans having been altered and the place of meeting changed the program had been somewhat rearranged, and that the present hour's session would be followed by general sessions in the afternoon and evening.

SIXTH SESSION.

(ASSEMBLY ROOM, SWEETWATER PARK HOTEL,
LITHIA SPRINGS, FRIDAY AFTERNOON, MAY 12.)

The meeting was called to order at 3.10 p. m. by President LANE, who announced that the session would be devoted to a

DISCUSSION OF OPEN SHELVES IN THE LIGHT OF
ACTUAL EXPERIENCE,

to be opened by W. H. BRETT.

W. H. BRETT.*—Ten years ago the largest and most important public library in which free access to the shelves was permitted was that at Pawtucket, Rhode Island, a library of about 37,000 volumes in a city of 11,000 population, circulating less than 50,000 annually. This, so far as I am informed, was really the pioneer of open shelves among free libraries. Now at least four of the large city libraries have complete free access to their circulating departments, and several others have partial access—that is, access to certain collections, as, for instance, the books for children. Among the libraries having absolutely unrestricted access is the youngest, and, measured by the work accomplished with the resources available, the greatest of our public libraries, the library which is not only issuing more books annually for home use than any other library in the world, but has a circulation larger in proportion to the number of volumes available, and is issuing books at a lower cost per volume than the average of the larger libraries. Such an illustration of the value of freedom of method in promoting the use and lessening the expense of the public library, is worth a volume of theory and argument.

In England rapid progress has been made within a few years in the direction of greater freedom. Probably the most weighty contribution which has been made to the literature of this subject is the "Account of the safeguarded open access system in public lending libraries," a brochure recently prepared and issued by the librarians of 12 libraries in various parts of England having the system in operation. They append statistics of the libraries under their charge which show that circulation increases under the operation of the access plan, and support fully the claims they make for it. The libraries reporting were opened at various

times from 1893 to 1898, the first being that at Clerkenwell, London, whose librarian, Mr. Brown, visited America in 1893, studied the methods of American libraries, and attended the Chicago meeting.

The most conclusive treatment of the economic advantages or disadvantages of free access may be found in the reports of those libraries in which free access is permitted—the figures there given are convincing.

Indeed, I am inclined to take the position that no argument for open shelves is necessary—that the burden of proof rests with those who would restrict. We have in the public library the people's books, paid for by their money, and deposited in libraries for their use. This use should not be restricted in any way which is not clearly necessary to guard the people's interests. It is not, therefore, for the free library to defend its position; it is rather for the library which bars out the people from the books to defend itself—to give a reason for every hampering regulation which it enforces, every restriction which it imposes, every barrier it places between the people and their own books.

The economic side of this question may be, as I have said, readily settled by statistics, and we have now enough for the purpose. There is, however, the consideration of the educational value of direct access to the books rather than merely to the catalog, that, although we all recognize it, is not expressed in figures.

I shall not attempt, however, at this time to consider this most important phase of the question. My contribution to this discussion is simply to direct to the value of arrangement in an open library as a means of promoting the use of the better books. This applies throughout the library, but most effectually in the children's room and in the fiction department.

For an illustration of what I mean, I need not go further than the current number of the *Library Journal*. Take the delightful paper in which the work in the children's room at the Newark library is described, and consider for a moment whether such a work would be possible in any but an open library, and how much it may be aided by an arrangement which makes prominent the desirable books. The writer, in her work, is dealing with the problem of interesting what she aptly terms the "Ellis boy and the Elsie girl" in better books. She finds that more

* Mr. Brett's paper is given in condensed form.

potent than lists or the bulletin boards, or any other means, are the books themselves, spread out attractively on the tables or on accessible shelves. Consider the condition of the boy who has only the catalog to select from and finds that Alger and Optic and Ellis are all out. He may plunge into the catalog at random and get the best thing for him, or he may not. Contrast his condition with that of the boy who is welcomed to a pleasant room, with books on the tables and in open shelves, and finds an attendant interested in his wants and ready to help and suggest. He soon discovers that there are other writers of stories besides those he would ask for, and further, that there are other books that are as well worth reading as stories.

Again, take the account, in the same number of the *Journal*, of the work in the Scoville Institute Library, at Oak Park. Here a series of 192 portraits of authors and illustrations of books were exhibited, and prizes were offered for the most correct list of authors and titles of books included in the exhibit. The card catalog and other bibliographical material was placed within reach of the children, and they were instructed in their use. The result was gratifying. Many children were interested, and some exceedingly creditable lists were presented. One little German boy, seven and a half years old, prepared a list of 107 authors.

The value of such work in acquainting the children with the better authors, and in teaching them to use bibliographies, and help themselves, is incalculable, and it is clearly impossible except in an open library. Incidentally this bears also on the question of an age limit.

Take as another illustration the children's room of that library with whose work I am most familiar as I have the honor of being in its service. Here, in a room too small for the purpose, the books are shelved around the wall. The stories occupy the upper shelves and those below the ledge. In the three shelves immediately above the ledge, which are the most conspicuous and easily accessible, are placed a collection of books permanently withdrawn from the main library and really an epitome of it. A large part of these are from history, biography, travel, and elementary science and literature, but every important class is represented, and the books stand in the order of the Decimal classification, as in the main library. The classified books are less than one-third of

the whole. During the entire past year fully 50% of the circulation from the children's room has been drawn from these. I think this furnishes a striking example of what may be done to promote the use of certain books by making them prominent even in a library in which free access to all is permitted.

The largest development of this method of quietly recommending books is that in use in the largest public library in Western New York—a library which, changing from a subscription to a free library about two years ago, and opening its shelves, has increased its circulation manifold. Here a collection of 16,000 volumes selected from a library of about 150,000 are placed on the open shelves of a large and well-lighted room. These constitute what the librarian characterizes as a "recommended library." Upon the shelves of the stacks, to which access may be had upon application, are kept the duplicates of the books in the open shelves, those books which are not of popular interest, but which interest a small circle of readers; as for instance, students in special subjects, and those books which it seems necessary to have, but which cannot be recommended indiscriminately. The result has been that from this small part of the library shown on the open shelves over 50% of the books are issued; and, while a comparison with the former work of the library cannot fairly be made from the great change in condition and increase of resource, there is no question but that the quality of the books issued is better than it would be under conditions which made all books in the library equally accessible or inaccessible, as the case might be. This seems to be one of the most valuable developments of the open-shelf plan.

The admirable plan of Mr. Foster for exhibiting a standard reference library of literature on open shelves in a room especially designed for the purpose in the new Providence Library is another development of the same idea. Such a plan would be of great value as bringing together in proper relation the best in literature. Its value would be greatly enhanced by an ample supply of duplicates so that the demand which it would certainly create might be met.

These are but a few of the ways in which the same idea may be developed.

I believe that those libraries which adopt the open-shelf plan will find in an arrangement

which gives prominence to books which may be recommended a means of quietly guiding those readers who need direction, and will greatly increase the value of the library.

In the absence of S. S. GREEN the paper contributed by him to this discussion was accepted without reading.*

FRANK P. HILL. — As the fact that I was expected to appear in this discussion had entirely escaped me, you will be spared a prepared paper. My contribution, therefore, will be on the practical work of the Newark Free Public Library.

For a great many years I have been a believer in free access to shelves, and for nearly 10 years have given it practical test to the extent of allowing access to all books in the library when possible; and that includes, curiously enough, all books except fiction, the only reason for excluding fiction being that the space between the shelves is so small that two people cannot pass. If we had room enough we would allow readers to select their own books in the fiction department as well as in all other classes.

The only restriction that occurs to me, after this experience of nearly 10 years, is that art books and expensive books of all kinds should not be placed where they can be easily reached by the entire public. Every other book the public should have access to. Of course the great question that arises relates to the loss occasioned by the use of books in this way. In our own library, for the past eight years, we have lost an annual average between 30 and 40 books, the average cost being between 80c. to \$1.15 apiece. And our circulation has averaged from 230,000 to 270,000 volumes a year. I have no doubt that the good which is accomplished by allowing people to go to the shelves more than overbalances the injury to the books, or the theft of books. As a matter of fact, not more than 10 books were actually taken from the shelves. The remaining 20 to 30 were charged to people, some of which were returned the next year or later.

In our new library building, now in course of erection, we have planned for unrestricted access. We have the children's room, where all juvenile books will be placed; in the main

building we have arranged for shelving 30,000 volumes, and the stack itself — to be constructed in regular stack-room form, permitting access to every part — will accommodate some 200,000 volumes. We have now about 75,000 volumes, so that it will be able to take out 30 or 40 per cent. of the stock and allow access to every department of the stack building. Those who use the main building and the children's room can go from the library to every portion of the stack building that connected with the reference department. I believe the system is going to work out as well in the new building on a large scale, as in the present building with its limited facilities. I am a thorough believer from my experience, in unlimited access to books, the restriction of fine art books only, allowing the people to have every privilege the way of going to the shelves.

C. W. ANDREWS. — I would like to ask Mr. Hill how large a reference stack he is planning for?

Mr. HILL. — It will include two stories in the main building.

Mr. ANDREWS. — How many volumes?

Mr. HILL. — About 30,000; but I should like to say that our building is one which can be extended indefinitely. We can purchase land in the rear of our new property and erect a building similar to the one on the main street, doubling the capacity of both the stack and the administration building. We can then accommodate, by this addition, something over 500,000 volumes. I will add, however, that our present circulation is about 80 per cent. fiction, to which the public has not access; that leaves 20 per cent. to which they have access, but the percentage of those collections outside of the building I think is only about one per cent.

F. M. CRUNDEN. — I should like to ask Mr. Hill for experiences in the loss of books. In our total losses, from a very limited open-shelf collection in two years, was 1062 volumes, all of which went from two places to which access was given, namely, the children's room and an open-access corner occupied by reference books. The mortality in new books was tremendous.

H. L. ELMENDORF. — In the children's room of the Public Library of Buffalo we had, in 10 months, with open shelves containing 130,000 volumes, a loss of 298 books thus far unaccounted for.

* Mr. Green's paper, "Discrimination regarding 'open shelves' in libraries," will appear in a later number of the *Library Journal*.

for. In 17 months in the entire fiction section of the library 700 books cannot be accounted for, and the greater portion have undoubtedly disappeared. This includes fiction and the 298 volumes from the children's room.

Mr. HILL. — Were any of those books charged to persons and not returned?

Mr. ELMENDORF. — No, sir; these figures do not include that. In the whole collection of biography in the library, amounting to nearly 9000 books, the total loss is 13 books. I think in two years about 1000 books have gone from the library, representing a cost of about \$1000. But my board tell me that they are perfectly satisfied, and that unless we lose \$2500 worth of books a year the open-shelf system pays in dollars and cents in its saving of the expenses of attendance.

F. M. CRUNDEN. — Mr. Hill's statement that 80 per cent. of the circulation of his library is fiction, to which the public have not access, and which leaves only about 20 per cent. to which they have access, explains the extraordinary discrepancies between St. Louis and Newark and Newark and Buffalo, and accounts for the remarkable honesty of Newark. If you cut off 80 per cent. of the circulation you make a very great difference in the amount of the stealing.

At the time we discussed this question at the International Conference I remember receiving a newspaper clipping from home noting the arrest of a book thief who had stolen about 200 volumes from the St. Louis Public Library and 30 or 40 from the St. Louis Mercantile Library. That, of course, on its face would seem an argument against the open-shelf system, but after the facts were known it was no argument against it at all, because all those books were stolen by an expert book thief, who was an educated man and who had the run of both those libraries for 15 or 20 years, and to whom no one would have thought of denying access. He was the kind of a man anybody would have admitted to the stack-room, though a great many of these books had been stolen from the reference-room. So that it seems to me that the case in question is all in favor of free access. No library would cut off students from liberal use of books, and yet it is among students we find the most dangerous book thieves. The large losses we suffered from the open shelves were largely due to the fact that these shelves were right out in the delivery-room, where there

was a constant crowd of people coming, and it was impossible to institute any check. We have now set the books aside in a little corner with a narrow entrance, a desk and an attendant, and we are interested to see what difference this will make in the total loss during the year.

Dr. J. K. HOSMER. — Our experience at Minneapolis may perhaps be of some interest. In a year we have had about 300 books unaccounted for; yet our access is not quite free. At the end of the issue desk is a considerable space where are the newest books, and access to these is completely free. I give a shelf permit admitting to the stacks to every adult person who seems to have a serious literary purpose; in our branches the access is free. It has been noted that in one branch on the south side of our city the percentage of loss is very much greater than in any other part of the library; here borrowers, as they pass in and out, are not under the oversight of an attendant. I am inclined to think it is a good thing to have the books so arranged that the public, as they pass in and out, must pass by an attendant, as Mr. Crunden has suggested. In one of our branches the percentage of loss is very small. The access there is free, but whoever gets a book must pass close by an attendant at the desk. Mr. Brett referred to the "safeguarded access" plan. This is one of the plans of Mr. Brown, of Clerkenwell, whose idea is to have the public inside the library and the staff outside. The library, according to this plan, is railed off with a gate, and the public go through a turnstile and then enter the space where the books are deposited, and where they have free access. When they come out they must pass through another turnstile. The attendants are at this gate outside; the public are inside. It seems to me that free access is a most excellent thing, and we feel that the advantages coming from free access more than compensate for the loss. It is very rarely that we lose a book of much value, and I think these losses would be diminished if the public, in passing in and out, were placed under oversight.

F. P. HILL. — The books in our reference department — some 7000 in number — have been used steadily by the public for 10 years. Among them are our fine art books — and we have a very valuable collection — and in all that time I believe we have not lost a single

book, though the use of the books is very much greater than formerly.

Mr. CRUNDEN.—How about individual plates?

Mr. HILL.—I am sorry to say that plates have been taken out many times and books injured, but no books have been stolen. The worst incident of the sort was when some one cut a definition out of the "Century Dictionary."

JOHN THOMSON.—The discussion has been long, and I have but a few moments in which I can venture to claim your attention.

I want to say, and to say positively, that if we, in the present day, are to go back to closed shelves, we are going back to the first principles of the old librarian who considered that the whole duty of man was to look after books and see that they were all there, and that the public could get at them as little and as rarely as possible. If we are to have open shelves, and nothing else will seem to me to meet the wants of the public, do not let us act like the very ancient librarian who grieved that if the books were taken off the shelves the public would thumb them. I verily believe that if closed shelves are to be adopted as a principle, we are not far from the state of mind of the librarian who had his library opened once a week. The trustees of the library in question thought that was not enough and insisted upon its being opened once a day. The librarian obeyed his trustees and said he would have it open to the public every day for one hour. He opened it from 12 to 1 daily, whilst the entire population of the town were gone to dinner.

I cannot ask your attention upon all the points that have been raised for the discussion, but the principal bugbear in the minds of the majority seems to be, "Will not books be lost?" Let me ask, "What are libraries for?" Are they for the edification of the librarian? Are they for the benefit of a few, or are they the property of the public, to be used by every citizen, and to be used as freely as you use any public property? Do you not have access to the trees in your public parks? Why don't you put a fence around the trees and encircle the park with an iron railing, and put on locks and let the public look over the fence? Books are stolen. Flowers are stolen in the suburbs of every city, but still open lawns are the popular method in this country, and where special need for care exists "keep off the grass" is a sufficient warning. There is not a village in the world that does not

occasionally have a burglar pass through it, but people do not on that account lock up their spoons and great coats and their coffee-pot and silver mugs, so that their friends may not use them in case they should be stolen. They know that they are safe amongst their friends and can be used with safety, and that the real remedy is to catch the burglar who is the general enemy of the public, and not make irritating rules which will annoy every friend. If you will allow me, by way of illustration I will refer to a letter I once received, which ran to this effect: "Dear Sir: I have kicked Mr. So-and-So out of my house. He was a dishonest tenant and won't pay his rent. If you will send a horse and wagon and fetch the books he has stolen from your library, you can have them." Well, this letter gave me a cold chill, and I promptly sent a man with a wagon and a big strong horse to see what I could recover, and in the course of a few hours I received 83 books, all on the subject of civil engineering. The gentleman had evidently been studying up that subject.

Mr. CRUNDEN.—The man who robbed me was a civil engineer, too; and we put him in the penitentiary, where he is now.

Mr. THOMSON.—I did not lock up my culprit. I took out a warrant for his arrest and invited him to come to the library to be arrested, but he never came. He is now residing outside of Philadelphia. The point I want to make is this: I want to show the difference between closed shelves and our system of open shelves. In the case I have mentioned I recovered 83 volumes, of which nine were taken from the Free Library, seven from the University of Pennsylvania Library, some from the Apprentice's, some from the Franklin Institute, and so on right through the city. It showed that the protection of closed shelves is just the value of the books lost, and not one cent more. The books had been taken in equal proportions from every library, and the closed shelves afforded no more protection than the open shelves. Now, I believe that all we have to say to the people is this: "This is your property, and we rely upon you to help us to protect it." One speaker has suggested that something has been done on the other side of the Atlantic from which we might take a lesson. I reply: "You may take 15 lessons in Philadelphia alone, and those you may get from the 15

libraries which form the system of the Free Library of Philadelphia."

The best protection consists of the presence of the attendants at the entrance and the exit of the library. The circulation desk in each of our libraries is placed as near to the main door as possible. Every person who wants to return a book has to go to one place and to return that book and have it marked off before he can pass into the library. Then, if he is a person familiar with books, he can go around and have 60,000 volumes from which he can make his selection. He can look at 1, 10, or 100 without troubling an assistant, and without the wearied feeling that comes over a man when he thinks he has asked too many favors. Finally, having made his selection, he has to go through another little gangway and have the book checked before he can leave the room. It is not once in four months that a person tries to get out of the building without having his book checked.

To those who say that we should have minute protection against the loss of books, and tell me, as many have said, "Why, if I had 20 books lost I would not be able to sleep for a month," I would like to mention the case of a bookseller of Philadelphia, who told me, with tears in his eyes, about three months ago: "What is to be done with people who don't know the difference between your book and their own? My store has been robbed, and I have not left it for two hours and a half, and there has been a Webster's Dictionary gone from the shelf." Moral: If it is possible for a man to make away with a Webster's Dictionary, it will not be an impossibility for him to steal a small octavo on civil engineering. The trustees of the Free Library take a practical view of the question. They ask me: "Do you lose many books?" I say: "No, I do not. I do not lose the value of one attendant's salary per annum." I take stock every year, beginning the first of May; therefore, I know whereof I am speaking. Supposing a library loses 300 or 400 books; they are nearly all books of small value; not stolen, but put away on shelves and in trunks by the readers who, out of carelessness which would not be quite criminal, keep the books and omit to return them. But what is the comparative gain to the library? It is almost incalculable. The loss is little and the gain immense. What are libraries for? They

are for the people. Public damage to a highway, a park, to a museum, to a sanitarium, or to a bath-house, will form a certain part of the annual cost; so, with an allowance for loss of books in the free library, the benefit to be gained from the free access is enormous.

Men are naturally modest and bashful. When you go in a free library you have the privilege of looking at the books and deciding which one you want. If a bashful man comes into a library and cannot look at the shelves, he has a bewildered feeling, but by an act of inspiration suddenly gasps that he wants a book by somebody named Crawford, and finds that it is out; he then asks for one by Mary Jane Holmes, and he is told this is out. He knows nothing of the great books on biography, history, and travel, and so he asks for several more flimsy but popular books, and finds they are out. A catalog is a bewildering maze to him, and after asking for several books that he can call to mind, he finds them "out," and finally grows very bashful and says, "Well, I will come back another time," and so walks into the street. If he had had a catalog he possibly would not have known how to use it usefully, and he would not have had the courage to ask the attendant to go out and help him; but the mere fact of being able to go to a shelf, see the books, handle them, take them down and look into them, enables him finally to find something that he really wants and something which will encourage him to come again and again, until he becomes a steady and regular reader and a person who is gradually developing and improving his mind.

The mere fear of the loss of three or four hundred dollars' worth of books per annum should not be allowed to stand in the way of the open-shelf system for one single minute.

W. H. BRETT.—In the Cleveland library the loss of books last year could have been covered by \$300 at the most; it was one book lost for 3000 circulated.

C. R. DUDLEY.—I am from the wild and woolly West, but I do not believe in the free and unlimited coinage of silver at any ratio, nor do I believe in free and unlimited access to shelves. I cannot see why all who discuss this question seem to touch on nothing but the loss of books. I have never heard any one say that they believed the loss of books in any library from stealing, on account of access to shelves,

was anything but a trivial matter. It seems to me that the chief loss must be caused by the extra help that must be kept in order to keep the library in good condition and to put back into their proper places the books that have been misplaced, as well as by the wear and tear that would come from the useless handling of books.

Col. WESTON FLINT. — At the Washington Public Library it is just the other way. With us, I think, free access saves at least two assistants in the library.

Mr. ELMENDORF. — It is also a great saving with us; the circulation from the open shelves saves 50 per cent. attendance at the desk. It also helps the quality of the circulation. In the open shelves about 50 per cent. of the books are fiction, and the percentage of fiction taken from that room by actual count on a strict classification is 67, while the fiction circulation from the entire library is, including school work, 56 per cent. Thus the open-shelf room shows only two per cent. more fiction circulated.

J. F. PARSONS. — In open shelves the Denver Public Library seems still to be the banner public library. Our loss last year was 955 books, but in spite of that the new board that is in charge of the consolidated library now planned for Denver has planned to have open shelves. To me the great objection to free access is not the loss of books; that can be remedied by safeguards. In our library we find that the thing to be considered is the great confusion caused from the handling of the books. Our children's room on Monday morning looks much as though a cyclone had gone through it, and I have often spent two or three hours in straightening up that part of the library. In spite of this inconvenience, however, I am a thorough believer in the utmost liberality of access.

Mr. CRUNDEN. — For those who know what they want, and those who know how to use the catalog with intelligence, the stack system is the best, as it keeps the books in their proper places, but I do not think that is any reason for keeping all the books in the stack. My plan would be to have a selection — as large as you can make it — of books where the people can go to them, and have duplicates in the stacks. I think that the open-shelf question will soon not be an open question at all, notwithstanding the loss by stealing from the shelves and the objections as to disarrangement of the books. The question of disarrangement would be a

very serious one if the public were permitted to go into the whole of the library. I have myself taken educated men into our stack and given them the privilege of going where they wanted to, cautioning them to put the books aside or be sure to put them back in the same place, and they have generally become indignant at the imputation of their inability to put the books back in the place from which taken. I have stood there, however, and watched them put the books back in the wrong places. I think the solution of the difficulty would be to have a selection of books in a stack to which no one would have access, unless in special cases, and to have a room of selected books for circulation; and then, if you want to make the plan complete, add Mr. Foster's "standard" room in addition.

After some further discussion, rising votes were taken on the following questions:

How many favor practically unrestricted access for large libraries for all books? 10.

How many favor practically unrestricted access for smaller libraries? 50 (practically unanimous).

How many are opposed to practically unrestricted access in large libraries? 30.

How many prefer free access to a selected collection of books? 48.

Mr. BRETT. — My plan, briefly stated, is this: I would give absolutely free access to a selected collection of books. I would have the rest of the library in stacks in such a way that each section of the stack would correspond to an alcove, and every one who had any occasion to go to those alcoves would have free access to the corresponding stack. Thus we have free access right through. The scholar has the whole library at his disposal. The person who is not a scholar would not need that and would not have it. In addition, of course, we recognize that there is always a certain selection of books that must be restricted. This is a practical plan, and a plan I would like to see carried out.

Adjourned at 4.45.

SEVENTH SESSION.

(ASSEMBLY ROOM, SWEETWATER PARK HOTEL, LITHIA SPRINGS, FRIDAY EVENING, MAY 12.)

The meeting was called to order by President LANE at 8.30.

In the absence of Mr. WHITNEY, chairman,

E. H. ANDERSON submitted the committee report on

PLACE OF NEXT MEETING,

recommending that the American Library Association accept the invitation tendered by the faculty of McGill University to meet in Montreal in 1900. The recommendation was adopted by a unanimous vote.

INVITATIONS FOR 1901.

Announcement was made that the mayor and common council of Buffalo, with the Merchants' Exchange, Library Club, directors of the Public Library, and trustees of the Grosvenor Library and the Buffalo Historical Society, united in inviting the American Library Association to hold its conference in 1901 in Buffalo; and it was *Voted*, That the thanks of the association be extended for this invitation, which will be duly considered at the next annual meeting. An invitation to Des Moines for 1903 and several other invitations were also acknowledged.

Dr. H. M. LEIPZIGER presented the resolutions passed by the

TRUSTEES' SECTION *

and recommended their adoption.

Dr. E. J. NOLAN. — There are questions involved in these resolutions that cannot well be argued fully before this body and that make it desirable that the whole subject should be considered calmly and deliberately by another committee; therefore I move that the resolutions be referred to the executive board of the association. *Voted*.

Dr. B. C. STEINER. — I have been instructed by the Large Libraries Section to report to this body the fact that Mr. Whelpley, of the Cincinnati Public Library, is seriously ill, and it has been recommended by that section that this association, through its secretary, send him a telegram of sympathy. *Voted*.

F. M. CRUNDEN presented the revised draft submitted by the

COMMITTEE ON REVISION OF A. L. A. CONSTITUTION.

MELVIL DEWEY. — I move that before going into details or adopting the report as a whole the committee be authorized to make merely verbal changes that have no effect on the meaning of the constitution. *Voted*.

The revised draft of the constitution was then read, section by section, each section being

submitted to criticism or amendment and voted upon separately. It was also *Voted*, That all matter in the old constitution not in the amended sections adopted be stricken out.

The constitution as finally adopted is as follows:

Object.

§ 1. The object of the American Library Association shall be to promote the welfare of libraries in America.

Membership.

§ 2. *Members and fellows.* Any person or institution engaged in library work may become a member or fellow by paying the annual dues, and others after election by the executive board.

§ 3. *Honorary members and fellows.* On nomination of the council, honorary members may be elected by unanimous vote at any meeting of the association.

§ 4. *Life members and fellows.* Any individual member may become a life member, exempt from dues, by paying \$25. On payment of \$100 any individual member may become a life fellow and any institution a perpetual member. An individual life member may become a life fellow on payment of \$75.

Endowment Fund.

§ 5. All receipts from life and perpetual memberships and life fellowships, and all gifts for endowment purposes, shall constitute an endowment fund, which shall be invested, and the principal kept forever inviolate. The interest shall be expended as the council may direct. The endowment fund shall be in the custody of three trustees, one of whom shall be elected by ballot at each annual meeting, to hold office for three years from the date of his election and until his successor shall be elected. No money from the endowment fund shall be invested or expended except on check signed by a majority of the trustees.

Management.

§ 6. The business of the association shall be entrusted to the executive board and the council. But the association may, by a three-fourths vote of those present and voting, take direct action, or revise the action of the executive board or council, or give them mandatory instructions.

Officers and Committees.

§ 7. The officers of the association shall be a president, first and second vice-presidents, a secretary, a recorder, and a treasurer, to be elected by ballot at the annual meeting of the association, and to hold office until the adjournment of the meeting at which their successors are elected. These officers, together with the president for the preceding term, shall constitute an executive board, and they shall also serve as officers of the executive board and of the council.

* See p. 160.

§ 8. *President and Vice-presidents.* The president shall be the representative head of the association. In case of his death, resignation, or inability to serve, the ranking vice-president shall become president.

§ 9. *Secretary.* The secretary, subject to the general authority of the president and of the executive board, shall be the active executive officer. He shall be elected first for one year, and upon re-election for a term of three years, and shall have such salary as the council may determine.

§ 10. *Recorder.* The recorder shall keep a record of the attendance and proceedings at each meeting of the association, council or executive board.

§ 11. *Treasurer.* The treasurer shall record all receipts and disbursements, collect dues, pay bills on written order of two members of the finance committee, and make an annual report to the association.

§ 12. *Executive board.* The executive board shall administer the business affairs of the association, except those entrusted to the council; and it shall have power, in intervals between meetings of the association or of the council, to act on all matters on which those members present at a meeting reach unanimous agreement. The executive board shall appoint from the membership of the association a finance committee of three, and may appoint other committees, assistant officers, and reporters on special subjects. It shall have authority to arrange the program for the annual meeting and to decide upon the presentation and printing of papers and reports.

§ 13. *Finance committee.* The finance committee shall prepare annual and supplementary budgets, within which appropriations shall be made by the executive board. It shall audit bills and give orders on the treasurer for payment; and no expense shall be incurred on behalf of the association by any officer or committee in excess of the authorized appropriation.

§ 14. *Votes by correspondence.* Approval in writing by every member of the council or of a board or committee shall have the force of a vote.

Council.

§ 15. *Members and votes.* The council shall consist of the executive board and 25 members elected by the association, five each year, to hold office for five years.

§ 16. *Meetings.* The council shall meet at the place of meeting of the association, immediately prior to the annual meeting of the association, and immediately prior to the final session thereof, and also between meetings of the association on call of the executive board or of a majority of the councillors.

§ 17. *Duties.* The council shall adopt by-laws for the association. It shall nominate officers and trustees of the endowment fund, and shall include on a printed ballot other nominations filed with the secretary by five members

of the association 24 hours before the election. It may, by a two-thirds vote, establish sections of the association. It may promulgate recommendations of the association relating to library matters by a two-thirds vote of the council, and no resolutions except votes of thanks and on local arrangements shall be otherwise promulgated.

Publishing Board.

§ 18. The publishing board shall consist of five members appointed by the executive board for terms of not more than three years. Its object shall be to secure the preparation and publication of such catalogs, indexes, and other bibliographic and library aids as it may approve.

§ 19. The publishing board shall annually appoint its chairman, secretary, and treasurer.

§ 20. No moneys shall be paid by the treasurer and no work shall be undertaken except by vote of a majority of the whole board.

§ 21. The treasury of the publishing board shall be entirely distinct from that of the association, and the association shall not be liable for any debts incurred by the publishing board. With the approval of the finance committee, money may be appropriated by the executive board from the treasury of the association for the running expenses of the publishing board.

§ 22. The publishing board shall report in print at each annual meeting of the association.

Meetings.

§ 23. *Annual meetings.* There shall be an annual meeting of the association at such place and time as may be determined by the council.

§ 24. *Special meetings.* Special meetings of the association may be called by the executive board, and shall be called by the president on request of 20 members of the association. At least one month's notice shall be given, and only business specified in the call shall be transacted.

§ 25. *Quorum.* Forty members shall constitute a quorum.

Amendments and By-laws.

§ 26. *Amendments.* This constitution may be amended by a three-fourths vote of those present and voting at two successive meetings of the association, provided that notice of the amendments in their final form be sent to each member of the association at least one month before its final adoption.

§ 27. *By-laws.* Any by-law may be suspended by a three-fourths vote of those present and voting at any meeting of the association or council.

During the prolonged discussion of the constitution the meeting adjourned from the assembly room to one of the small parlors of the hotel, where the session was finally concluded. After the adoption of the amended constitution, it was *Voted*, That the Committee on Revision of A. L. A. Constitution be continued until it

report to the executive board a final draft of the amendments to the constitution; that the executive board be instructed to submit the amendments as reported to it by the committee to competent legal authority in the commonwealth of Massachusetts; and that the thanks of the association be extended to the committee for its labors.

F. M. CRUNDEN presented the

REPORT OF COMMITTEE ON RESOLUTIONS.

The American Library Association esteems it a privilege to have held its 21st annual meeting in the beautiful and hospitable city of Atlanta, and especially at a time so auspicious for the city and for the progress of library interests in the south. The meeting is notable as the first A. L. A. conference in the south, and is further distinguished by the social cordiality and personal friendliness of our hosts. It is, therefore,

Resolved, That the thanks of the association be tendered to the authorities and citizens of Atlanta for their generous welcome; to the reception committee and its chairman, Mr. T. H. Martin, for their unfailing courtesy as well as for the enjoyable entertainments provided by them.

Resolved, That thanks be also tendered to the trustees of the Young Men's Library Association; to the officers and members of the Capital City Club; to the Woman's Club of Atlanta; the Cold Spring 'Cue Club; the Piedmont Driving Club; and to his honor, the mayor, and all those who so efficiently co-operated in the public meeting at the opera house.

The association feels especially indebted to the press of Atlanta for the full and sympathetic reports of the proceedings of the conference.

Recognizing that to the tact of Miss Anne

Wallace the Atlanta meeting is primarily due, the association desires to convey to her the special assurance of its gratitude, and to assure her that, while she has given freely of her time and energy to secure the success of this meeting, she may rely on the sympathy and interest of her associates in all that concerns her official work and her individual happiness.

We depart from Atlanta with the pleasantest recollections and with the best wishes for the continued prosperity of the noble city, the elevation of its educational interests and the welfare of its gracious people.

The report was adopted by a rising vote.

The resolution upon

APPOINTMENT OF LIBRARIAN OF CONGRESS

was also submitted for action, and it was

Voted, That the American Library Association desires to record its appreciation of the principle recognized by the President of the United States in his selection of a Librarian of Congress, that fitness, training and experience, should determine the choice of those charged with the administration of libraries.

Adjournment was taken at 12.35 a.m.

What might, perhaps, be called the final session of the conference was held in Washington, Wednesday, May 17, when the American Library Association was entertained at luncheon by the officers and staff of the Library of Congress. President Lane presided, short addresses were made by Mr. Spofford, Mr. Thomson, and others, and amid hospitality and good-will the 21st general conference of the American Library Association was declared adjourned.

LARGE LIBRARIES SECTION.

THIS section held two sessions, at the Kimball House and Lithia Springs respectively, to consider phase of *Library Organisation* and *Library Extension*, as applicable to the work of large libraries. Both sessions were well attended and proved interesting and stimulating.

FIRST SESSION.

(KIMBALL HOUSE, THURSDAY EVENING,
MAY 11.)

The meeting was called to order by W. H. BRETT, chairman, and, in the absence of Dr. Steiner, Miss LINDA A. EASTMAN was appointed secretary *pro tem*.

The general subject of *Library Organisation* was opened with an address by JOHN THOMSON on

THE LIBRARIAN.

JOHN THOMSON.—I have been asked to open a discussion the purpose of which is stated on the program.

A sermon should be brief and pointed. That it be a good sermon it should have a text. My text is set forth in the words "The librarian, his title, his relation to the board, the library force, and the public."

My text dictates to me that I am to speak on five topics; so, firstly, as to the librarian. I take

it that the first thing we all have to do is to learn that the best librarian will prove to be a person who will act upon the broad principle of never doing himself what can be properly accomplished by those who are associated with him in his library. I remember when I was a young man, talking to a very prominent solicitor in England, and he said, "I never do myself what I can pay a competent clerk to do for me," and much the same principle applies to the true librarian. The work of librarians will necessarily differ in different places. First and foremost, a librarian must be on close and intimate business terms with his trustees, his president and the board, as a concrete entity, in every matter that concerns the organization of the library. The board will decide matters of policy and will properly be the only persons to say whether closed or open shelves shall be the guiding principle of the library, whether it shall consist of one self-contained building or be subdivided into a library with many branches. But the librarian must be the executive officer on whom will be thrown all the responsibility. Trustees will naturally look to him, and to him only, for the results which are obtained. If the library is a success it will be because he carries out his executive duties according to the general principles laid down, and with him will lie all executive details, and the trustees will not consider whether the details are carried out by the librarian or by the various members of his staff, so that the results they have required are attained. The true librarian will take accurate and minute notice, and charge even, if necessary, of the details of each department, so long as the department is growing up. If he is going to build up a large library, and to leave it to his successor in good working order, he must gradually and as rapidly as may be divest himself of the onus of attending to departmental details. While a library is building up a librarian must take a prominent and active part in many details which are no part of his proper business when the library has developed.

The first and foremost true business of a librarian is to get his library into such a condition that he can concern himself with the insides of books, because the outsides can be attended to by the forces placed at his disposition. It is not the business of a librarian to spend time that is liberally paid for on the cataloging, or

shelf-listing, nor upon the various details of library economy which can be accomplished properly by those who can devote their whole time to it and possibly attain a better result than he could amidst the multitude of considerations and business that will come under his notice.

My observations are not a speech, but remarks with a view to discussion; therefore, I would lay it down as a point well worthy of consideration whether it is not the best business of a librarian to concern himself more and more, as his library develops, with bibliographical details and with such duties connected with the knowledge of books as will help other libraries as well as the persons who use his own institution.

Now, as to what should be the title of the librarian I confess that I see little opening for discussion. Some heads of libraries are called superintendents, others actuaries, others directors, and these titles are probably given because a librarian has more to attend to than the proper work of a librarian, and is called upon, under necessary circumstances, to devote much of his time to labors not properly falling within the duties of a librarian as such. I think that the best title for a librarian is "The librarian"; and I doubt that if better can be done than to adopt this as a universal title of the librarian. The proper title of the librarian will be known as "The librarian." Those associated with him would be the "First assistant" and "Second assistant," and so on. The others would be heads of departments, and again others would be employees in departments, and so on through the list. The librarian would, I think, be most conveniently known for the purposes of his own force, his own trustees, and certainly for the public, as "The librarian."

After all the principal point is, "In what way can the librarian do the most good"? It will be in avoiding detail and attending to such points as will enlarge the usefulness of the library; it is for the librarian to set on foot schemes which will make his library widely known and which will give the public the best opportunity of using the library to the largest extent. It is for him to set on foot all schemes which will bring him into working contact with other librarians and to make him and his co-workers feel that he and they are but one in the duty of working for and trying to attain one and the same great end. The question of what

should be the title of the librarian is so small that I am confident I have imparted subject matter for discussion which may be very useful, but is scarcely strictly relevant.

Now, the third point, What should be the relation of the librarian to his board? I take it this is one of the most serious that can be raised. The librarian who is worthy of his position must earn the confidence of his board by carrying out the policy dictated by the governing body, faithfully and in such a manner as will make the usefulness of the library develop. I think it is a good plan that he should be present at every meeting of the board and every meeting of the committees. The first and most cardinal point of usefulness of a librarian to his board is that he should be familiar with the views of his president, vice-president and his board, so that the objects that they have at heart may be those which he will endeavor to carry out. He will, in this way, be able to save the board and committees the consideration of and adjudication upon many questions which would otherwise grow into important matters and involve serious discussion. It all comes round to what I said before—that the board must be responsible for all matters of policy, but that the librarian must be the executive officer, trusted by his board and earning that trust by loyal and faithful execution of their decisions.

The fourth consideration—What should be the attitude of the librarian towards his library force?—seems to me easily reduced to heads which will admit of but little discussion. His business is to hold his duty sacred and to require from the employees faithful, careful, and loyal service. Loyalty of the employees towards the librarian can be obtained if he will give fair consideration to their labors and seek their confidence. Troubles more or less serious will arise from time to time in the conduct of business in every large institution, and if, when trouble arises between an assistant and the public, the librarian will look into the matter, give it careful consideration, point out how the trouble might have been avoided; or, if the assistant is in the right, boldly support him, or her, *that* librarian is going to win the affection of the employees. He will win loyalty and he will insure, as no other method will insure, faithful good work and prosperity for the library of which he is in charge.

The fifth point seems to me almost too wide for discussion, or so simple that it is undiscussable. Avoid multiplicity of rules. If one thing causes more trouble in clubs and institutions than another, it is the perpetual discussion and argument over rules. Some institutions seem to call more meetings to make, alter, remake and re-alter by-laws than would carry on the government of a nation. No library need have more rules than those which appear upon the top of every book slip. When a reader says "What is the rule of the library?" upon some point, inquire "What is your trouble?" Don't begin to talk about rules and by-laws; inquire "What is the matter?" Give the point reasonable and fair consideration and in 999 cases out of 1000 the decision of the librarian will be accepted as probably being founded on experience and the necessity of good administration. It is an every-day experience, and the librarian's decision will be accepted and accepted cheerfully.

We have a rule that is distasteful to the mind of some persons in our own city, Philadelphia. The rule is, "Hats must not be worn in the library." A lawyer came in and sat down with his hat on. The janitor spoke to him, and then came to me and said, "What shall I do?" I went to the reader and said, "The rule of the library is to take your hat off." "And I inform you," said he, "that I will not take my hat off." I said, "I ask you as a gentleman to take your hat off, sir." He responded, "I beg to inform you, sir, as a gentleman, that I will not take my hat off." The request and the answer passed about eight times, then he said, "What are you going to do about it?" I said, "Sir, I am going to my office to resume my work." He left in high dudgeon; in three days he came back to the library and sat there with his hat off. I might have made a great fuss about it; I was at liberty to require obedience to the rule. What should I have gained by persistency?

I think, therefore, in summing up my topics for discussion, I would say that the librarian should always be present with the trustees in their meetings and he should try to earn their confidence as to the present working of the library and as to its future development. If he will support his force with kind assistance when trouble arises, and if he will not put on airs with the public, I think that you will find that the

librarian, his force and the public will be a happy family.

W. T. PEOPLES. — Is it not the duty of the head of the library to say how the library shall be carried on?

Mr. THOMSON. — Undoubtedly.

Mr. PEOPLES. — Unless he knows something about the cataloging, how is he to know that it is attended to?

Mr. THOMSON. — I said all details should be left to the heads of departments. A banker does not make entries on his ledgers. Having settled upon a system of cataloging and classification, then the heads of departments will follow the rules, whether they be the rules of the Decimal classification or the British Museum or what not. When important questions arise, say as to a certain classification, then the librarian will be called upon to exercise the right of final decision. I thought my expressions were clear that in the matter of general details I do not think the librarian is usefully occupied in reading over cards and checking off things to see if they are correct. When the Free Library of Philadelphia was first opened I necessarily spent hours and hours every day upon matters of this kind. I found that I could be much more usefully employed as things progressed. The heads of departments were perfectly competent to do the work, and the questions submitted to me became fewer and fewer, because assistants, after a while, will only bring up for discussion difficult points, and then with one or two of the heads the matter can be discussed and a proper conclusion speedily arrived at.

Dr. G. W. PECKHAM. — There is a word or two I should like to offer in relation to one matter brought up in the discussion. There is a point connected with the theoretical relations between the librarian of a large institution and the board of trustees of that institution; in other words, the ideal position that should be common ground between the two parts of the organization. It seems to me that we should aim to establish the fact that there are certain professional duties that are clearly within the province of the librarian as such, and so far as we are able, to impress upon any governing board of trustees that they should establish proper and dignified relations with the librarian who is to carry out the work. There are things that a clerk can do, but I take it, when

any board of trustees employs a librarian it employs a professional expert and not a clerk. Then there are bounds that the librarian should never overstep. He should not modify the general policy as laid down by the governing board. He should carry out that policy with all the loyalty and intelligence that he may possess; and on the other hand, it should be just as impossible for the board of trustees, after having laid down a general policy, to come within the domain of the librarian to act as executive officers, either as a whole, or in their individual capacity. Many trustees, feeling that they are vested with the governing power of the board, have the bad habit of attempting as individuals to come in and perform executive duties that should be handed over to the librarian.

There is, in my mind, a fundamental and philosophical distinction between the work performed by the governing board and the work performed by the man entrusted with the carrying out of its policy, and I believe that a very large part of the difficulties found in libraries or in museums or in public school systems come from the overlooking of that fundamental difference between the power lodged in the board to outline the general policy and the performance of certain executive duties. I agree with almost everything that the former speaker has said, but I think he was scarcely emphatic enough when he insisted that the librarian should attend all meetings of the board of trustees. If the board of trustees be unrepresented on its professional side by our presence how can it discuss the questions coming up at every meeting in relation to the internal management of the library? The question of the relation of the librarian to the board has become of vital importance. After many years of experience I may say that in almost all instances the fundamental difference between the legislative authority and the executive is lost sight of, although to this general statement the Milwaukee Public Library is a happy exception. In Bryce's "American Commonwealth" there is an able discussion of this very point. The cause of the difficulties is the point we ought to emphasize, and the proper adjustment of these relations is the ideal toward which we are all striving.

BENJAMIN WYCHE. — I do not believe in having rules strung along the walls, but I would

like very much to know how librarians prevent college students, for instance, violating the rules without having them printed.

Mr. THOMSON.—There is nothing I intended to have made more positive than what Mr. Peckham said upon this subject. The board must settle all matters of policy, and no executive officer would be worth retaining in any position unless he faithfully and loyally carried out such policy. As to rules, I think that the rules that are indispensable can be required to be observed in the library, and those which must be known by the readers can be limited to the few rules which are printed at the heads of the slips or tickets, or whatever they are called. They are merely how long you can keep a book, what are the penalties for keeping books over time, what are the penalties for loss, or for defacing, or injuring the borrowed volumes. Of course such rules as are enforceable statutory rules must be printed and hung up in conspicuous parts of the library, and that is the only view I wish to lay down in the remarks I have made.

Mr. PROPLES.—I think the users of libraries should know all the rules. When a man comes into the reading-room, and the rules require he should take his hat off, if he did not take his hat off he should get out. It is a rule in my library, and I insist on its being obeyed. I would have required the person mentioned by Mr. Thomson to have left the library, or to have taken off his hat.

Mr. THOMSON.—I think this matter is one in which different experiences will lead to different methods. The rule is clear in our library, and is placed upon the walls in a proper and conspicuous manner. The person I named was out of temper and perfectly willing to make trouble. Where should I have benefited the library by driving the matter to an unpleasant issue? He is a good friend of the library now, and he uses it regularly and continually. Why should I have turned him into an enemy, which I could easily have done?

Dr. PECKHAM.—There is one point I wish to call attention to. I believe that any librarian who proceeds to execute the law by ejecting a man for disorderly conduct without due notice by printed rules renders himself open to an action at law; and I have been advised by corporation council that it is absolutely necessary, when you eject a man, that you first notify him

of the existence of those rules; otherwise you are a trespasser. That is a reason for calling attention to the rules.

Dr. BILLINGS.—I do not think there is any question as to the necessity for having certain rules, particularly in reference libraries and reading-rooms. It is, however, quite sufficient that the rules should be on the books, or on the slips, or in such places that the readers' attention should be called to them. In the reading-room and reference department there must be certain rules, such as to make no noise and the like, and those rules must be posted and printed for the reason stated by Dr. Peckham. It is impossible to bring the law to bear to expel a person unless you are able to submit evidence that there had been such rules, and that they had been called to the attention of the person; and those rules must be made by the trustees, and not by the librarian, and must be announced as the rules of the trustees.

With regard to the title of "Librarian," I do not think it amounts to very much whether the chief officer is called librarian, or director, or superintendent; the title amounts to very little indeed.

On the question of rules, I believe the fewer rules the better. I do not believe in covering a bulletin board with many directions, warnings, etc., because it seems vexatious and annoying, and is generally, I think, bad policy. I question very much the desirability of a rule that hats must be taken off. I have never made such a rule, yet generally readers do take their hats off. I do forbid the laying of overcoats, etc., on the library tables, because our tables are crowded, and to do that prevents the use of the tables by others.

Dr. J. K. HOSMER read a paper on

THE ASSISTANT LIBRARIAN.

(See p. 54.)

E. H. ANDERSON spoke on

DEPARTMENT ORGANIZATION.

Mr. ANDERSON.—I object to calling this a paper. I was notified that I was to open the discussion in an informal manner. I have no cut-and-dried scheme of department organization. Even if I had I think it should be put to soak to give it some elasticity. What I mean is, if it were possible to evolve anything like an ideal scheme of department organization, it

would have to be stretched and twisted to meet the local conditions of the library to which it was applied.

It seems to me that the departmental organization of a library should differ little from that of any large commercial house. It is purely a business arrangement. I can see no reason why the technical part of the work should interfere with the business arrangement of it. We might have logical schemes, elaborating the relations of one department with another, etc., but when we came to apply them to the particular case in hand a great many changes would have to be made. The *personnel* of the department heads has a great deal to do with the work to be assigned to those departments. Moreover, in some cases the work in one department overlaps that of another. In our own library, for instance, we have a department for work with children. The head of that department, besides her duties at the central library, supervises the work in the children's rooms of three branch libraries. There is some overlapping of authority in the children's rooms of these branches, but so far we have had no difficulty, because a sufficient amount of tact between the heads of the departments interested seems to prevent friction.

As to the responsibility of the heads of departments, I should say it should be very great; but this must depend upon the personal fitness of the particular head. If the librarian is so fortunate as to have a very competent head for a department, one in whom he has full confidence, manifestly he can give to that head more responsibility than to another who is not so competent. I should say that the responsibility of the heads of departments in a library should be similar to that of like positions in any commercial establishment.

In speaking of the relation of the heads of departments to the librarian, I do not wish to encroach upon Mr. Thomson's subject. These relations are somewhat indefinite. The chief executive should, of course, keep in touch with the heads of departments, and should, I think, hold department meetings at regular intervals. These heads should constitute the librarian's cabinet, as it were, and should always be consulted about any changes or improvements in their respective departments. If any new move is contemplated, if any new problems have arisen, the librarian should confer with

the heads of the departments interested. Furthermore, the chief executive can keep in closer touch with the heads of departments if he requires from them regular written reports—say monthly reports (and I do not think that would be too often). In this way the librarian can get an insight into the workings of the departments, find out what the heads are trying to do in their various lines, and have time to think over their suggestions; and, what is equally important, the fact that they have these reports to prepare acts as a stimulus and induces them to take more interest in their work than they otherwise would.

I will roughly sketch an outline of departmental organization, omitting the executive department, because Mr. Thomson has treated that very fully, and will mention the departments as they occur to me, chiefly as we use them in our library. I have compared notes with some other librarians and find they have some departments we have not, and *vice versa*. It is not necessary to speak of the ordinary work of each department when the name of the department sufficiently indicates the work assigned to it.

Order department. I find in some libraries the accession work is done by the order department, and in others by the catalog department. In our own library this work is done by the order department. But the conditions in other libraries might be such that this work could be done more conveniently by the catalog department. With a very competent person at the head of the order department a great deal more work can be given to him than is ordinarily done. For instance, certain members of our staff are required to read certain critical journals. We subscribe for these journals for the members of the staff, and they are sent to their homes. They report to the order department the books they have found reviewed, and give citations to the journal, date and page. These are sorted and weeded out, to some extent, by the head of the order department, and then they come to the librarian, to be edited before the order is placed. If the head of this department is a competent man or woman, you can readily see that a great deal of arduous and important work is taken off the shoulders of the chief executive, a thing much to be desired.

Catalog department. In some large libraries there is a shelf department distinct from the

catalog department. It is a question whether the work of the shelf department might not be included in that of the catalog department. Practically we have it so included, but I imagine the time may come when we shall have to make them separate departments.

Reference department. This requires no special comment. I am merely opening the discussion, and if any one cares to pursue what may be suggested by my remarks the opportunity will be given in a few moments.

Loan department. With us the loan department includes the registration. Ours is a new library, and the time will come when we shall find it necessary to make a special department for registration, but we have not reached that point yet.

Periodical or Magazine department. To this department should belong the care and oversight of the rooms in which the current periodicals and magazines are kept, the bulletining of, and thereby calling attention to, special articles, etc. To this department also I should assign the supervision of the newspaper room.

Then we have what seems to me to be a department of very great importance, and one upon which we are just now laying special emphasis in our own library—the *Children's department*. The time has come for it, and I believe that most of the large libraries are now incorporating what is practically a children's department in their schemes of organization. We have a children's room at the central library and in each of the branches; in fact, we have better rooms at the branches than at the central library. Our system of home libraries and our work with the schools are also under the direction of the head of this department.

Mechanical department. Here is another illustration of the way local conditions affect organization. At the Boston Public Library, as the head of the mechanical department, they have a chief engineer. We have no such department or officer in our library organization. We have four institutions housed in one building, and the superintendent of buildings has charge of the mechanical work for the entire building and branches. Fortunately for me I have nothing to do with the heating, lighting, cleaning, or repair of the buildings, and I do not want to have anything to do with these things so long as they are satisfactorily done.

Printing department. So far as I know there

are only three libraries in this country that have their own printing departments. It is a question whether it is necessary to have such a department. It is necessary in Pittsburgh, because the library is situated so far from the principal printing offices that it is necessary for us to have our own linotype outfit for printing catalog cards, monthly bulletins, etc.

Bindery. So large an institution as the Chicago Public Library has no bindery of its own; but there are good binderies so near the library as to make it unnecessary. There is no bindery near our library. We get our binding done better and cheaper by sending it to Boston. Last summer I was told at the British Museum that they had no bindery of their own, but provided quarters in their building for a binder who did their work. I think they would prefer to run their own bindery; but by the present arrangement they avoid complication with the binders' union. I know of several libraries where a bindery is managed as a part of the institution. I can imagine that sometimes that might not work well. Is it more economical to do your own binding or to have it done?

Branches and Delivery stations. In a large library I think the head of this department should be the supervisor of branches. Of course a good deal of responsibility would devolve upon him, and a great deal of important work be done through him.

Adjournment was then taken.

SECOND SESSION.

(SWEETWATER PARK HOTEL, LITHIA SPRINGS, FRIDAY AFTERNOON, MAY 12.)

The session was called to order at 5 p.m. by the chairman, Mr. BRETT. Dr. B. C. STEINER acted as secretary. It was announced that the subject of *Library Organization* would be continued.

H. L. ELMENDORF spoke on

ASSISTANTS.

Mr. ELMENDORF.—The importance of the subject of assistants can hardly be overstated. Given the wisest board, the ablest administration, the most perfect departmental divisions, the whole system will inevitably break down unless it is supported by an intelligent, courteous, able-bodied, and well-instructed corps of assistants.

I wish first to call your attention to the great need of improvement in desk service. We are too apt, I think, to assign the new girl, the inexperienced assistant, to wait upon the desk and to give the library force the idea that waiting upon the public is the primary department of the library. One of my best assistants, if you will pardon a personal illustration, on a busy afternoon had a headache, and I heard her say: "I am very glad I have nothing more intellectual to do than to wait on the desk." The fact that this was one of our very good girls opened my eyes to the fact that the importance of this work was not properly appreciated. The desire to get away from the circulating department into cataloging, from the direct helping of people to the mechanical work, seems almost universal. I believe that there is good reason for this in our present system, and that the fault lies with the administration and not with the assistants. Our aim should be to educate our assistants to value the actual usefulness of the library and the personal application of its benefits above the mere preparation of tools to make it useful: to care for people more than problems. In order to effect this improvement, which I am sure we all desire, I suggest three things:

(1) *Better pay for desk assistants.* We are absolutely dependent on good work at the delivery counter for success with the public, and good work should receive the encouragement of good pay. One reason our good assistants want to catalog books is because that work is better paid.

(2) *Promote to heads of departments from the desk force*—that is, from those who naturally have the best knowledge of the general administration of the library.

(3) *Personally encourage the desk assistants,* magnify their work, and let them know that you realize that the success or failure of the library is in their hands. This personal encouragement, I think, should be given in a general way, by the passing word of interest, and also by more formal personal talks with the individual assistant. It is very helpful to call an assistant, who is doing well, to the office for conversation on library work.

Mr. Anderson spoke last evening on the subject of departments. I wish to add a few words to his remarks. Similar relations should exist between the chief librarian and the heads

of the departments to those between the board of directors and the librarian; that is, responsibility should be imposed and results required, and not only required but formally reported. The requiring of a written report from the head of each department will not only help the librarian, but aid the department head in the doing of the work. I have heard the objection: "I can do the work, but I can't tell about it." This should not be accepted. A person may be a good worker with their own hands, but I do not think they are competent to direct the work of others unless they can clearly, concisely, and accurately write a report of it. I find it very helpful to have an annual meeting of the heads of departments, similar to the annual meeting of the board of directors, at which the department reports are read, discussed, and handed in.

Commendation and encouragement may well come from the librarian; reproof and correction should be left entirely to department heads.

The staff should have an opportunity of seeing the new books, especially in the department of fiction; and for this purpose I should advise, wherever practicable, that at least one copy of new books, certainly the more important ones, be retained for a time for the exclusive use of the assistants. This plan has been tried in the Buffalo Public Library with good results. The staff is not allowed to monopolize a new book, and the public is not allowed to deprive the staff of its own copy.

A MEMBER.—You mean that you allow the staff to take them home?

Mr. ELMENDORF.—Yes, the head of the circulating department regulates how long they may be kept, and as quickly as possible the new book is passed around among them all. The same plan is followed with literary periodicals. The staff should not be dependent upon the copy taken for general library use. There is an advantage in having periodicals for the assistants, and they should be encouraged to read them. This is particularly applicable to those engaged in work with the children. If assistants in the children's room keep posted on the new books for children, it adds greatly to the attraction of their part of the library.

A word in regard to salaries. In my opinion time service should have some weight irrespective of anything else, except as to whether a person is fit to remain or not. Certain encour-

agement should be given for length of service, but only for a very limited amount, perhaps not higher than \$35.

A MEMBER. — What do you mean by time service and a limit of \$35?

Mr. ELMENDORF. — Say that an assistant entered the library at \$30 a month, at the end of six months she should have \$32.50 a month without examination or promotion, that is if she showed fitness for the work — at the end of a year, in the same way, \$35.

A MEMBER. — In other words, you would make \$35 the maximum of the lowest grade?

Mr. ELMENDORF. — Yes, if they are graded. I believe most heartily in entrance examinations. I do not, however, believe that promotions should be made only upon the result of examinations. Examinations for promotion are often helpful, especially in case two or more are thought to be equally fitted for the place in question. As a general thing, however, the head of a department can tell better from daily observation who is best fitted for a position than from any information that could be gained from an examination paper. Examinations should be made to help to secure the best person for the position, and should not be obligatory, because they might hamper the work and embarrass the management.

Miss E. C. DOREN read a paper on

STATISTICS AND REPORTS.

(See p. 57.)

The subject of *Library Extension* was opened by Miss L. E. STEARNS, who spoke on

LIBRARY EXTENSION IN SCHOOLS.*

F. M. CRUNDEN spoke briefly on

LIBRARY STATIONS.

My idea of the ideal system for a public library would be to have a branch about as often as we now have a public school, so that no one would have to go over a mile to reach the library, and then I would supplement the branches with stations, as we have them in St. Louis to fill in with. We have in St. Louis 37

stations, through which we are now circulating about one-third of our total home issue, and the proportion is extensively increasing. The total cost of that circulation is simply the hire of two wagons. We do not pay any thing to the station keepers. I do not put this plan forward as an ideal one, but we think it is better for us to have 37 stations for nothing than to have seven stations and pay for them. I consider the station, however, as an intermediate stage before getting the branch. The branch is costly; you must pay rent and salaries; whereas with a station you can get along with nothing but the cost of a delivery wagon and perhaps a small sum paid to the keeper. We do not have a delivery every day to all of these stations. Of the 37 stations about 10 have daily deliveries, and the others have two or three deliveries a week. Of course we have to do extra work at the library to make up for the unpaid assistance we get from the stations. It makes the work with us all the harder.

A MEMBER. — Under this plan, do you have station keepers as much under your authority as you would like to have them?

Mr. CRUNDEN. — No, of course we cannot have that with voluntary service. We cannot make the same requirements of these men as we could if they were paid; but you can see what it would cost to pay even a small sum: 37 stations, at even five dollars a month, would be nearly \$200 — upwards of \$2500 a year.

The subject of

BRANCHES IN THE COUNTRY LIBRARY

was to have been presented by Dr. A. W. WHELPLEY, who was absent owing to serious illness. On motion of Col. FLINT, a vote of sympathy for Mr. Whelpley was passed and the secretary was instructed to communicate the same to the next general session of the association for action.

It was *Voted*, That the executive board be recommended to appoint officers for the Large Libraries Section for the ensuing year as follows: W. H. Brett, chairman; Dr. B. C. Steiner, secretary. Adjourned.

* Miss Stearns' paper was not furnished for publication.

COLLEGE AND REFERENCE SECTION.*

THE College Section of the A. L. A. held two sessions, on May 9 and 10 respectively, devoted to questions met with in *College and Reference Work*.

FIRST SESSION.

(KIMBALL HOUSE, TUESDAY AFTERNOON, MAY 9.)

The meeting was called to order by Dr. E. C. RICHARDSON, chairman, at 3.15 p.m.

Miss OLIVE JONES read a paper on
CLASSIFICATION FOR COLLEGE LIBRARIES.
(See p. 36.)

MELVIL DEWEY spoke on the

SUITABILITY OF THE DECIMAL CLASSIFICATION.†

He said, in part, that he had no personal interest in the classification which people persisted in calling by his name. His interest in it was as a matter of co-operation, and because 25 years' experience had proved it to be the most effective labor-saving tool for libraries. The criticisms made upon it were based on a total misapprehension of the proper aim of a practical classification. It was demonstrable that it was wholly impracticable to have a library classification represent the best philosophical statement of the interrelations of human knowledge up to date. Every year would require modifications and changes in such a statement, while the very nature of a library classification made it necessary to use it for a considerable period, as the expense and confusion of change would be prohibitive. The Decimal classification had won its way all over the civilized world, not only from its philosophic merits, but because it was recognized as a sort of intellectual system of pigeon-holes conveniently arranged and numbered, so that the librarian and his assistants and their successors could, for a series of years, put a book or pamphlet on the same subject into the same pigeon-hole, and readers and their successors could readily go to that same

pigeon-hole when they wished to see the material on that subject. This was 99 per cent. of the proper work of a classification, and the experience of intelligent and sympathetic users had in hundreds of cases proved the efficiency and economy of the Decimal system. Criticisms were inevitable on any method, but they had no force with intelligent men if they came from people who lacked either sympathy for or full knowledge of the system. It was like an eloquent demonstration from one or more men of the impracticability of riding a bicycle because one had tried it and found it could not be done. Such statements, in the face of common experience, have no effect in shaking the confidence of intelligent people in the merit of the machine. They simply show that the individual concerned has some peculiarity that prevents his utilizing the mechanism.

C. A. CUTTER followed with a presentation of the

SUITABILITY OF THE EXPANSIVE CLASSIFICATION.

(See p. 41.)

There was a general discussion participated in by Messrs. Lane, Fletcher, Peckham, Currier, Andrews, Bullard, Mann, Dewey, and Richardson.

Mr. FLETCHER said: I am unwilling to detain you in this close room, but I would like an opportunity to say an earnest word in support of the idea presented by Miss Jones that a new classification is needed especially adapted to college libraries. At the same time it seems to me that we have almost what is thus needed in the classification of the University of California, which is in print and available, I suppose, to those who might like to procure copies.

I cannot feel that the supporters of the Decimal and Expansive systems have made good their case as to the suitability of either of those systems. In fact, my principal objection to them is suggested in my careless misreading of the program when I first glanced at it; for I thought their thesis was stated as the "stability" of their systems.

The instability of these systems, or of any system calculated to be followed with close adherence, is the one great difficulty. In the

* The report of the sessions of this section is prepared from notes kindly furnished by Mr. G. T. Little.

† As Mr. Dewey's remarks were not furnished in shape for publication, it is possible to give only an outline of his argument.

nature of things the classification or arrangement of a library is subject to fluctuation, and the rigidity imparted by such a scheme as the Decimal, with whatever changes can be made consistently with its principle, makes it quite unsuited to the needs of a growing library in which there is a demand, as there may not be in a public circulating library, for real thorough-going classification kept abreast with the progress of knowledge.

Apologizing for any apparent harshness in the expression, I can but look upon these systems as a disease which the library world is passing through, as children pass through the measles. We have had them with us for a good while; fortunately for the Expansive system, as shown by its treatment of electricity, expounded here this afternoon, it was made much more recently than the Decimal; but I am sure we are getting over the disease, and although it is no doubt spreading in Europe, I say let it spread; they will get over it!

What I object to is mainly the idea of fixedness in classification, an idea which inheres strongly in both these systems, largely because they make definite provision for minute subdivisions all according to a main principle which is at the bottom mechanical. It may not properly be called a Procrustean bed, but that is the figure of speech most naturally occurring to one who has had experience in the line of attempted modification.

Either of these systems is good enough to start from. If adopted in a general way and altered freely, either is fairly good. But we are told that if we change the meaning of the class designations, we are doing the system an injustice, which, if we may not be legally restrained from, we are in honor bound not to continue beyond a certain narrow limit, or else we must proclaim that we are not using the D. C. or the E. C., although we seem to be. For my part I will not accept the alternative of adhering closer than I find convenient to the original use of these three figure class marks, or on the other hand of being charged with "monkeying" with a system—practically infringing its copyright. As I did not adopt the system but only inherited it at Amherst, I am freer from any obligation to adhere to its forms than those are who do adopt it, and may thus be held as pledged to do it no injustice. I understand the founder of the D. C. to object

strenuously to any partial or mixed-up adoption of the system. And his position is a logical one. Uniformity of practice among libraries is one of the chief legs on which the system stands, or we may say is one of the seven-league boots on which it is making its strides over the world.

We have had presented here the idea of a "universal language" of classification, based on the D. C. numerals. It is a great fallacy, an "iridescent dream." Between the different editions of the D. C. itself, much more between the usage of the libraries which have adopted it, there is already divergence of practice fatal to such an idea. In Washington I found a scientific library arranged forsooth by the D. C., but in it 570 means Anthropology and 574 Biology!

The fact is that the D. C. is much in the position of the hen with a brood of ducks. She wants to insist that they follow her ways else they are not her chickens; but they take to the water. If the D. C. should cross off from its list of adherents all who have taken greater liberties with it than its founder regards as consistent with its proper carrying out, the list would dwindle amazingly, and as it grows at the end must constantly be whittled away higher up.

What I plead for is liberty of arrangement, liberty of change in arrangement, much greater than the D. C. permits. And I warn others who would take it as a good thing "to start from," that they would better take a scheme made to be worked away from than one which looks so strongly towards uniformity of practice that it is bound to put those who change its symbols in the attitude of traitors to the cause which it represents.

Dr. PECKHAM said that there could be no philosophical or scientific classification, because human knowledge was constantly changing.

B: PICKMAN MANN protested against the statement made by Dr. Peckham that reclassification of subjects is frequently necessary, as, for instance, that insects may some time have to be classed amongst vertebrates. On the contrary, he held that subjects and their relations were the same in all time, past, present, and future; that a classification of subjects once properly formed would never need amendment. In forming a system of classification the views of all classifiers should be considered. Reducing

ELEMENTARY SECTION.

THERE were two sessions of the Elementary Section, held under the chairmanship of Dr. George E. Wire, on Tuesday and Thursday, May 9 and 11, respectively.

FIRST SESSION.

(KIMBALL HOUSE, TUESDAY AFTERNOON, MAY 9.)

The meeting was called to order by Dr. WIRE at 3.10.

Miss M. E. AHERN read a paper on

THE BUSINESS SIDE OF A WOMAN'S CAREER AS LIBRARIAN.

(See p. 60.)

Dr. G. E. WIRE spoke on

BOOK SELECTION, BUYING, AND BINDING.

(See p. 63.)

There was a short discussion regarding the choice of books for small libraries, opposing the views set forth in the paper as to confining purchases within a limit of \$1.50.

Miss L. E. STEARNS said: A word should be said as to buying better books. How are we going to have the "real thing" in literature if we limit our price to one dollar and a half for a book? How are we to get Nansen's "Farthest north," or the life of Tennyson? Why should we confine our purchase to the elementary and the abridged; to such literature as that of the Appleton "Home reading" volumes and their kin? When a good wholesome book comes out, in which every one is interested, I do not believe in saying "We cannot afford to buy it."

Protest along the same lines was made by Miss Haines, Mrs. Sanders, and Miss Ahern, all of whom expressed their belief that price should not be the determining factor in the choice of books, and that the better books were more than worth their cost in their permanent value and their mechanical attractiveness, and should be bought so far as possible, even though such buying meant cutting down the extent of the library's purchase list.

Miss A. M. MEAD read Miss L. E. W. BENEDICT's paper,

HINTS ON CLASSIFICATION.

(See p. 65.)

Miss JENNIE D. FELLOWS read a paper on CATALOGING, ACCESSIONING, AND SHELF-LISTING FOR SMALL LIBRARIES.

(See p. 68.)

There was no further discussion and the session was adjourned at 4.30.

SECOND SESSION.

(KIMBALL HOUSE, THURSDAY EVENING, MAY 11.)

The meeting was called to order at 9 p.m. by Dr. WIRE, who then read a paper on

ORGANIZATION.

(See p. 70.)

There was a short discussion. Miss M. W. Freeman said that she thought the accessioning should be done by the assistant instead of the librarian, and Miss Hewins confirmed this from her own experience.

Miss M. B. LINDSAY read a paper on

CHANGING FROM A SUBSCRIPTION LIBRARY TO A FREE PUBLIC LIBRARY,

(See p. 73.)

and Miss M. W. FREEMAN read a paper on

MANAGEMENT OF SMALL PUBLIC LIBRARIES.

(See p. 76.)

Mrs. SANDERS spoke briefly on the use of the Perry pictures, which at the Pawtucket Library were found a help in school work and with the children. They are mounted, grouped according to subjects and enclosed in envelopes, on which are noted references to and quotations from poems relating to the subjects of the pictures. These envelopes are charged like books, on a charging card in a pocket attached to the envelope.

Adjournment at 10 p.m.

STATE AND LAW LIBRARY SECTION.

THE State and Law Library Section of the A. L. A. held meetings on Wednesday and Thursday evenings, May 10 and 11. The state libraries of Iowa, New York, Pennsylvania, Ohio, Indiana, Mississippi, Vermont, Illinois, Georgia, New Hampshire, and Wisconsin were represented, a larger representation than at any previous meeting.

The first session, on Wednesday evening, was opened with an address by the chairman, JOHNSON BRIGHAM, state librarian of Iowa, on

THE STATE LIBRARIAN'S OUTLOOK.

(See p 81.)

MELVIL DEWEY followed with a talk on

DANGERS OF OVER-ORGANIZATION.

My topic is the danger of over-organization. I should like to add to it, of under-organization. My experience leads me to disagree somewhat with what Mr. Brigham has said of organization and of *ex-officio* trustees. There are five or six different methods of constituting these trustees. They might elect from their own number in the ordinary method of the college and university to fill vacancies in their own number, but that would make them a close corporation, and, for the functions that they have to exercise, it would probably be impracticable. Such a board, however, would find the best men to fill vacancies. They might be elected under a general ticket, but that would put them in the direction of partisan politics, and anything of that sort is to be deplored. I think by far the best method is appointment by the governor and confirmation by the senate. This centralizes responsibility on one man.

Now, as to organization, we want to secure a high grade of unification. Experience in the library world has shown it a mistake to make the libraries a part of the public school system. The school officers are elected to advance the interests of the schools; that is their great interest, and the libraries will get only the crumbs that fall from the school table. We shall never get the highest grade of library work until the library's affairs are in charge of men who consider the library the supreme thing. The libraries are not subordinates of the

school. They are the school's allies, entitled to the same consideration, to the same support, and to the same whole-souled devotion of men who have no higher interest than the institution they have to serve. We do not want but one board, and the reasons are these: There are certain important functions that cannot be performed by a legislative body. The legislature is too large a body; it does not deal fairly with these questions; if it handles them it makes mistakes. We want a board to perform certain legislative functions which cannot be satisfactorily performed by the legislature itself, and which cannot be delegated to any single officer. When you make a second board you cause not only expense and confusion, but friction. There will be a certain overlapping of functions, and divided strength will beget only weakness. The state library commission, whatever name it may be called by, should control these others also. I have no fault in our chairman's stand, that the secretary of state should control the library; but the men who are thinking about it day and night might take the library interest and carry it with unity. We cannot pick up a newspaper to-day but we see the lesson of unity; the proof that by combination, by strength, and reducing the number of officials and of governing boards, you can improve administration and reduce expenses. You can do more with your money by union. You put all these interests together and they make each other strong. So I would plead for unification; and then, on the other hand, I want to plead a little the dangers of under-organization, a failure to recognize what the future is.

You understand, first, how great a thing the modern library is. I venture to say that no one in this room, however far-sighted he may be, sees what the library of the great future is to become. Stop and think a minute of our schools. You cannot do this work without the support of the local, the state, and the national government. You cannot maintain a system of public schools by furnishing contributions or endowments. We have learned that we must use the public press. Now we are learning the same lesson over again in the libraries. Most state libraries to-day are little better than

ciphers. One by one the states are beginning to fall into line. They are beginning to get out of politics. Sometimes politics has given us a splendid man or woman who is doing great work; but the state library has not yet recognized its function, and the library itself has not been recognized. If a state has a state library in politics, in charge of a librarian that cannot be displaced at present, then by all means have the library commission independent, but I should have in mind the day when the state should again get control of the library.

I have said enough to make clear to you what I conceive to be the great things that we must recognize in the state library, and which are most important. Many years ago when I looked over the library field I was convinced that the highest usefulness was to enlist the aid of the state library and the government libraries as a means of doing that essential thing, hitching our library wagon to a star.

W. E. HENRY presented the report of the SPECIAL COMMITTEE ON STATE PUBLICATIONS.

(See p. 85.)

The meeting then adjourned.

On Thursday evening the matter of state library commissions was taken up. Miss Gratia Countryman gave a report of the four attempts which had been made in Minnesota to bring

about the organization of a state library commission—the last having been successful during the past winter. Mrs. E. C. Earl, library commissioner of Indiana, then gave the history of the organization of the Indiana State Library Commission, showing the important part which study clubs took in furthering the movement. C. B. Galbreath, state librarian of Ohio and secretary of the state library commission, spoke of the work done in that state. H. W. Denio, of the state library of New Hampshire, then outlined the work done by the state library commission of his state. Miss M. L. Titcomb, secretary of the Vermont Library Commission, gave an encouraging account of the library movement in Vermont. Mr. F. A. Hutchins, secretary of the Library Commission of Wisconsin, then spoke of library development in the Badger state. Reports were also given of the work done by the Pennsylvania, Illinois, Mississippi, and Georgia state libraries.

The report of the Special Committee on State Publications was adopted, followed by election of officers as follows:

Chairman, Miss L. E. Stearns, Madison, Wis.; secretary, Miss M. L. Titcomb, Newport, Vermont.

The meeting then adjourned.

L. E. STEARNS, *Secretary*.

TRUSTEES' SECTION.

THE Trustees' Section of the A. L. A. held a meeting at the Sweetwater Park Hotel on Friday, May 12, at 4.30 p.m. There were present Dr. H. M. Leipziger, R. R. Bowker, Robinson Locke, Dr. Hathaway, C. L. Kates, C. R. Dudley.

The following officers of the section were chosen for the ensuing year: Chairman, Dr. H. M. Leipziger; secretary, T. L. Montgomery.

After discussion the following resolutions were adopted:

"*Voted*, That the executive board of the American Library Association be requested to devote one general session of the next conference to the topics of particular interest to trustees as well as librarians, *e.g.*, 1, Compensation for librarians and assistants; 2, Vacations; 3,

Length of day service; 4, Purchase of books; 5, Selection and examinations of employees.

"*Voted*, That circulars be issued to each library containing a brief *résumé* of such matters as might be interesting to trustees, and that the chairman be requested to prepare the circular in co-operation with Mr. Bowker.

"*Voted*, That two months prior to the next conference a circular be sent to each trustee of each library, urging that the librarian and one trustee at least be sent to the A. L. A. conference at the expense of the library, and that the circular be prepared by the chairman and Mr. Bowker and be signed by trustees of libraries interested."

The resolutions were presented at the next general session of the association, and it was voted that they be referred to the executive board.

THE SOCIAL SIDE OF FOUR ATLANTA DAYS.

BY ISABEL ELY LORD, *Librarian Bryn Mawr College.*

IN the issue of the *Atlanta Constitution* for Sunday, May 7, 1899, almost a page was devoted to text and pictures anent the American Library Association. An article on the Library of Congress began with a number of not unknown quotations as to books and reading, ending with some verses of George Crabbe, two of which I take for my motto here :

"But man alone has skill and power to send
The heart's warm dictates to the distant friend."

This, in the stilted phrase of the eighteenth century poet, is what every "visiting librarian" at Atlanta would like to do—send "the heart's warm dictates to the distant friends" in that southern city of the open door. In its journeys from Atlantic to Pacific, from Canada to Georgia, the association surely has found the acme of hospitality in 1899. There may be other acmes, if one be allowed so to abuse the word, but no city can do more than reach the level of this one.

To come to detail, the entertainment of the guests was begun on Monday evening, shortly after the arrival of the main party, and took the shape of an informal reception in the parlors of the Kimball House, where His Honor Mayor Woodward received, assisted by Atlanta ladies. The new arrivals were a little weary, and the reception ended early.

On Tuesday afternoon, from 5 to 7, the Woman's Club of Atlanta threw open its rooms for a reception to the A. L. A. Mrs. Burton-Smith, the newly elected president of the club, received with its other officers. Refreshments were served and many a good story told by the hostesses.

This last statement brings up the remark that was made again and again by every visitor from the north concerning their southern hosts: "Ah, but they can talk!" They can make speeches, they can tell stories, they can say graceful little individual things, all without effort and all without affectation. Many there were who came back to our bleaker climate with the firm resolve to cultivate that especial grace of the sunny south. And every one thanked Mr. Putnam for his happy characteri-

zation of the "mellifluous" welcome we received.

In the evening of this same day, after the public meeting at the Grand Opera House—which, being a regular session of the conference, has no place here, or there would be more to say about speeches—the Capital City Club gave an informal reception, which soon turned into a dance on the perfect floor of their ball-room. There was plenty of liquid refreshment and again there were speeches—a most excellent one by Major Livingston Mims, the president of the club. I might add here that some of the business women of the conference felt a little strange occasionally to find "the ladies" so gallantly alluded to first, last and all the time as "the great grace of this or any other occasion." Added to the reputation of possessing, as librarians, most of the brains and quite all the culture of these United States, it was more of a responsibility than most of them cared to bear.

Now when I come to speak of Wednesday does the mouth of each Atlantan guest water at the remembrance! We went to that barbecue determined to eat something from politeness, we stayed to devour large animals because the feast was delicious. We all know now how a trench is made for a barbecue, how the slow fire is built up, just how often the roasting half-animals are turned on their spits, exactly what mixture they are basted—or shall I say mopped?—with, and precisely how to eat them; but we all know equally well that we could no more have a successful barbecue in the north than we could play in a Lard Can Quartette.

The Lard Can Quartette! Who ever thought that two cheap guitars, a mandolin played with the fingers, and a huge lard can two feet high, played by blowing on the edge to get the bass viol effect one obtains from a comb—who ever thought these could produce music? Yet music it was. The earnest leader of the quartette sang also, joined by his fellows in the chorus of "My Honolulu Lou" and other classics, while the small coin rattled in the capacious lard can.

It was with difficulty we were called away to

the feast itself. Those in the pavilion were enlivened by the strains of a regular orchestra, while the more fortunate ones at the tables under the trees enjoyed the quartette. When barbecued shote and lamb, Brunswick stew, pepper salad, and gallons of beer had at last sated even A. L. A. appetites, all gathered in the pavilion, to be welcomed by more speeches, and, again, such good speeches! Mr. Stoddell, the president of the Cold Springs 'Cue Club, which was extending to us the hospitality of its grounds, explained how he converted a Methodist minister to barbecues, and how new members are initiated into the club; other people explained other things, and then Mrs. Moore, better known as "Betsy Hamilton," gave a dialect imitation of a lazy darky housemaid directing the process of catching a chicken for supper; only it was not exactly an imitation — it was the real thing. A coon dance followed, performed by the before-mentioned leader of the Lard Can Quartette. It called down a shower of silver, and roused bitter envy in the hearts of those members of the A. L. A. who think they know, or had thought they knew, how to cut pigeon wings themselves. After being photographed in a group, which straggled up the hillside, and which has since been reproduced as the frontispiece of the June *Library Journal*, the A. L. A. went back to Atlanta. At the little station, however, the entertainment by the quartette was continued, and an old negro of inky blackness harangued from a cart a select portion of the party, giving a unique exhibition of the Tonic Sol-Fa system as comprehended by one of our colored brethren.

One would think such an occasion might exhaust the resources of even the south, but not at all. On Thursday afternoon a line of special trolleys took us around the city by mysterious ways, and sometimes at a break-neck speed, meant to prove to us that Atlanta, at least, is not slow. Agreed, it is not.

The trolley ride ended on the grounds of the Atlanta Exposition, where the Piedmont Driving Club now has its quarters in the house next the New York building, which latter it also uses. The view was a beautiful one, the club-house

most attractive, the orchestra, out under a big tree, played inspiring airs, and refreshments, liquid and otherwise, circulated continually. After a time every one was called within the building, where Mr. Clarence Knowles, president of the club, welcomed us. He called on a librarian to answer, and the North breathed freely once more — it could make a speech, too! Mrs. Lowe, president of the Federation of Women's Clubs, then told a capital story. She was followed by "Betsy Hamilton," who this time appeared in costume as an old "cracker" woman of Alabama, card-spinning, making comments on her neighbors, the Simmonses, and suffering audibly from the pangs of rheumatism.

With reluctance we turned away and went down the long flights of white steps to the waiting trolleys, reluctance due to the thought that this was our last festivity in Atlanta proper. A cool ride back to the Kimball House, and then the packing of trunks for the morning train. The bulk of the party went on to Lithia Springs for Friday, but Atlanta had done its last for us.

It would be Hamlet with the Dane left out, not to mention the two people to whom especially we are indebted for our enjoyment. Miss Wallace — here's looking at her! — we knew before, and it is needless to say more than that she was what we knew she would be — a perfect hostess. Of Mr. Martin, chairman of the local committee, we cannot say more and we would not say less. He was omnipresent for our good, and what man could do he did — and more than most.

The greatest difficulty one feels about the entertainment at Atlanta is the finding of some adequate expression of thanks therefor. In vain we remember the Red Queen's injunction, "Speak in French when you can't think of the English — turn out your toes as you walk — and remember who you are!" We can only say, Thank you! and, considering the amount we make it mean, we ought to hand over to it a large sum. "When I make a word do a lot of work like that," said Humpty Dumpty, "I always pay it extra!"

over 500 boys and girls, ranging from brown-haired blue-eyed Cherokees and other impassive Indian faces, to ebony Africans, responsive to each speaker's words and putting all the quickly stirred emotion of their race into the melodies that rose from wistful sweetness to triumphant heights. After the service some of the visitors wandered through the farm and flower gardens and the institute workshops, where blacksmithing, carpentry, and other trades are followed; others found their way to the sheltered corner by the river-bank, where General Armstrong's grave lies, marked by a boulder of Hawaiian lava at the head and a rock of New Hampshire granite at the foot; and a privileged few were admitted to the pretty little cottage—truly a "Japanese interior"—where Miss Alice M. Bacon showed them her miniature Japanese girls and women, and babies too, from the two-inch empress in royal robes, to the two-foot beauty who had gowns and head-dresses for each day in the week, and to spare.

Return was made to the Hygeia in time for the noon dinner; in the afternoon many wandered about Fortress Monroe, where the little Post Library and the Chapel of the Centurion were visited under the guidance of Dr. Freedom; and at four o'clock the boat was taken for Norfolk, where a few hours later the party was stowed away in the special train of Pullman sleepers. Throughout the evening the blank dreariness of the Dismal Swamp made a cheerless panorama. It was fitly celebrated by the recitation of Moore's touching ballad, and by the introduction of what was politely designated as "supper" on the coupons aforesaid. This proved, however, to be a second advent of the box luncheon of Saturday, somewhat wilted by its patient waiting, and with its flavors (picnic or otherwise) intensified. But A. L. A. philosophy is optimistic, and there was the pleasant certainty that every one would be ready for breakfast.

They were, and early Monday morning found themselves at Rogersville Junction, beyond the melancholy swamp land, up in the fair mountain country of Tennessee, with sunny skies, broad vistas of valleys and hills, and a welcome awaiting them that was delightful in its homely cordiality. Long tables, gay with flower-filled china pitchers, were laid in the primitive railway station. All the "neigh-

bors" were there to help, the girls in their best ribbons; everybody was smiling and hospitable, and urgent that every one should "take a little more," or "try a little of this," while the old host and his wife beamed delightedly upon all. Evidently the neighbors had lent more than their services, for the knives and forks were marked by colored strings, and there was a wide variety of home-made jellies and preserves. One member of the party has preserved the *menu*. It was all on the table, and it was as follows:

Fried chicken,	Preserved citron,
Cold ham,	Stewed pears,
Cold beef,	Pickled pears,
Sausage,	Currant jam,
Omelet,	Blackberry jam,
Fried eggs,	Lettuce,
Boiled eggs,	Radishes,
Pickled eggs,	Hot rolls,
Poached eggs,	Hot biscuit,
Fried potatoes,	Corn pone,
Cold stewed tomatoes,	Coffee,
Grape jam,	Hot tea,
Apple butter,	Iced tea,
Apple jelly,	Milk.

Breakfast over, refreshed, and laden with gifts of flowers, the travellers returned to their train and all through the morning were whirled through a beautiful country, where glimpses of quaint cabins, ploughing ox-teams, and whole regiments of pickaninnies were the despair of the camera fiends who longed for "just one shot." The whirling was diversified at frequent intervals by pauses for the alleviation of a hot box, which was evidently the result of a discussion on classification carelessly indulged in by the occupants of the seat above. Even the suggestion that the lady from Boston should be deputed to sit beside the hot box to keep it cool proved ineffective, and it was not long before the train was acknowledged to be behind time. However, that made little difference, because at noon the western party joined the train, in their special cars, and there were greetings to be exchanged from one end of the continent to another, as New York welcomed Wisconsin, and Colorado met Pennsylvania, and Massachusetts and Nebraska exchanged library news.

The Westerners had their tale of pleasant travelling days. They had set off on Saturday morning and had spent Sunday at Cincinnati,

where the public library force gave them hospitable welcome and where they learned with regret of Mr. Whelpley's illness. In the afternoon they were taken for a trolley ride through the city, as guests of the library board. The trip included a visit to the Zoo and a ride through Eden Park and down the "incline track," which proved a little too exciting for the timid members of the party. Then, after dinner, the train was again taken, and with newcomers from Ohio and Indiana added to the quota, the party was carried on to Chattanooga for Monday's breakfast, and a few hours later joined the train from the east.

Dinner was provided at Dalton, Ga., in the big red-brick hotel, but it lacked the picturesque elements of the Rogersville breakfast. In the afternoon visiting was the order of the day, and he was a wise pilgrim who knew his own resting-place, for every one made calls on every one else, and the clamor of many voices continued without ceasing until at last the train pulled into the Union station at Atlanta—later known to the A. L. A. as the Kimball House Annex.

Of the festivities of the three Atlanta days this chronicle saith not. The travel record begins again on Friday, May 12, when the A. L. A., with bright memories of Atlanta hospitality behind them, filled the special cars that were to carry them to Lithia Springs. A lovely spot is Lithia, and the Sweetwater Park Hotel, cool and airy, bowered in fragrant flowering grapevine, was a restful two days' haven. There was business to be done on Friday, but (to quote John Temple Graves) "the incomparable ozone of these Georgia hills" had to many greater charms than even the consideration of open shelves or the attractions of the Revision of the Constitution. Saturday was free, and gave opportunity for exploration. There was the picturesque old cotton mill, destroyed by Sherman's men, and reached by a beautiful drive through fragrant wooded roads; there was the Chautauqua Frog Pond; and there were clusters of negro cabins along the wayside that brought joy to the souls of the amateur photographers. But there was not much time to spend upon it all, for early in the afternoon a majority of the party took the train for Lookout Mountain, exchanging reluctant farewells with their Atlanta hosts and with

those of the A. L. A. who were obliged to turn their steps homeward without sharing in the Lookout trip.

It is only a few hours' run from Lithia to Chattanooga, and it was enlivened by the exhibition of a brace of infant alligators, owned by the Wanderer from New Jersey, who here rejoined the party after a ramble down in Savannah, and who explained that he had "collected" them for his daughter, who was much interested in botany. From Chattanooga trolley cars took the party to the foot of the inclined railway, and thence they were transported to the Point Inn in time for a late but welcome supper. There are weird tales to be told of the settling down in the Inn that evening; of how the patient travelling-secretary-of-all-work faced the problem of adapting accommodations for 80 to a party of 120, most of whom preferred single rooms with good light, on the view-side of the house; of how high officials in the A. L. A. found resting-place at last in closets and linen-rooms with single windows opening on the hall; and of how a party of twenty or so sought ampler quarters and found them, some two miles along the mountain, in what was euphemistically called "the Sanatorium," but which inquiry revealed to be a Keeley cure. But who could think of such accidents of Fate, out on the broad verandas of the Inn, or on the rocky summits above, with the wind on one's cheek, and heaven above, and all the kingdoms of the world spread out below, even as a map is unrolled upon the floor? There lay the broad Tennessee, looking at that height but a pebble-cast across its widest part, sweeping around the beautiful curve of Moccasin Bend; to the east was the long swelling rise of Mission Ridge, and dim beyond that the faint lines of the Great Smoky Mountains. And over all the sunset glow faded away, to give place to the stars, that were reflected back in the twinkling lights of Chattanooga far below, and kept their radiance even in the silver glory of the full moon.

No wonder every one was refreshed and cheerful Sunday morning. It is a pity there is no time to tell of all they did and saw. There were long rambles over the mountain to the natural bridge, and to Lookout Inn; there were visits to the Lookout battlefield, with its monuments that spoke alike to those who remembered and those who imagined the days when that

which now we call "historic ground" was the centre of the hopes and fears of thousands; and there was "the" cavern to be explored by uncertain match-light, in single file, with its unexpected turns, its "low bridges," and its sudden rivulets—a cavern beside which the guarded intricacies of Luray seemed tame indeed. The hospitality of its southern hosts followed the A. L. A. through all its wanderings. To Lookout Inn Col. Goulding, secretary of the Chattanooga Chamber of Commerce and a director of the Library Association, brought them a cordial welcome, with an offering of beautiful magnolia blossoms, to be carried "up North" as souvenirs of Tennessee, and through all the journey good-will and kindly thoughtfulness were found on every side.

On Monday morning the procession moved again, and from that time until "finis" was written the scenes were shifted continuously, with neatness and despatch. On Monday the entire party left the Inn, and were taken for a long drive through the Chickamauga National Park, along Mission Ridge to Chattanooga, where after dinner the special train was found waiting for them, and the homeward journey was again taken up. Supper was had in the railway station restaurant at Knoxville, and here a telegram was read inviting the A. L. A. to luncheon at the Library of Congress on Wednesday.

On Tuesday morning the A. L. A. disproved the ancient proverb of the Early Bird. All were hurried out of their berths at an uncanny hour—cheated out of an hour's sleep by the change from central to eastern time—and by 7 o'clock they had adjusted themselves in or on the array of curious vehicles that were in readiness at Natural Bridge station and had set out, with breakfast only two miles and a half away. It was a glorious morning, and a beautiful drive along the winding mountain road, with a background of shining river and distant hills, but all were ready to halt when the coaches drew up in the hotel grounds and the hungry horde made its way to the small separate building where breakfast was alleged to be waiting. The waiting, however, was done by the break-fasters. It was rumored that a few of the first coachloads had secured food, but that seems unlikely. There were some four waiters, and

at least 70 famished librarians, who borrowed stray muffins from one another or followed with yearning eyes the progress of a solitary bowl of oatmeal to its envied recipient. A library raid was made upon the kitchen, where a distracted cook was found hovering over one small saucepan containing two eggs—which were promptly carried off by the raiders; but at last orders were evolved from chaos, and the A. L. A. was at least partially fortified for the morning's work.

Then came the pleasant walk to the bridge, along a green wood path beside a tumbling brook, all charming and simple enough until a sudden turn—and there rose the great stone arch, a shrine of living Nature, blue sky above and below it, and the majesty of its beauty setting the seal of silence upon all lips. For those who cared to wander farther, there was the winding path along the river, with the exquisite lace-like falls beyond, the "lost river," and a score of lovely walks; but to the wiser few the bridge, from above and from below, was sufficient.

The hour for return came all too soon, and soon the train was rumbling on to Luray, which was reached about two o'clock. Here carriages were taken to the Mansion Inn, and after dinner the party set out to the famous caverns where two Exploring Sections were organized under official guidance. The caverns were most interesting; indeed they grew "curiouser and curiouser," as the queer hobgoblin formations, the fishmarket, the shawls, Diana's bath, the bridal veil and the musical "organ" were one by one visited and identified. But sunshine and green trees on earth are better than bridal veils and Saracen's tents underground, and few were reluctant to ascend from the damp chill of cavern haunts to the fair world glowing in the afternoon sun. A rapid return was made to the Inn, where supper was served at half-past five; and before long the A. L. A. train was on its way to Washington, performing its last service in the conference of 1899. Washington was reached at 10 o'clock in the evening, and the tired travellers were soon quartered in the comfortable Riggs House.

Wednesday was the last day. During the morning each followed his own devices, assembling at noon in the Library of Congress, where a delightful luncheon was served in one of the private dining-rooms of the restaurant at

the top of the building. In Mr. Putnam's absence Mr. Spofford presided, and here, amid good cheer and pleasant speeches, the 21st conference of the American Library Association was declared at an end. Then the guests dispersed, some to be guided through the beautiful building, the greatness of which grows upon one the more one studies it, others to visit the Washington monument or do other sightseeing, but all to meet again in the evening, when the library building was illuminated and the visitors were conducted by Superintendent Green from the radiantly immaculate dynamo-rooms in the basement through the main departments up to the little balconies above the great reading-room. Thus the A. L. A. Post-

conference of 1899 came to its end in a blaze of light; and those who look back upon it will long have a store of bright memories to lighten workaday hours. Thursday saw the last flickers of it all die away, as the "Royal blue" express whirled the last of the company to their respective homes, and when on Friday morning the New England band exchanged farewells in Boston, the lights were put out and the curtain fell.

NOTE.—The story of the Atlanta conference and the travelling days before and after is told better than words can tell it in the series of photographs taken throughout the trip by Mr. Faxon. Those who desire to see this souvenir of the 1899 meeting may obtain it by addressing F. W. Faxon, 100 School street, Roxbury, Mass.

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On Revision of A. L. A. Constitution: Fred'k M. Crunden, John C. Dana, R. R. Bowker, Mary W. Plummer, Thorvald Solberg.

On "Library Tracts": Charles C. Soule, Mary W. Plummer, Helen E. Haines.

Regarding Library Examination and Credentials: Wm. H. Brett, Herbert Putnam, Frank P. Hill.

Regarding American Library Exhibit at Paris Exposition of 1900: C. W. Andrews, Salome C. Fairchild, J. N. Larned.

ATTENDANCE REGISTER.

ABBREVIATIONS: F., Free; L., Library; Ln., Librarian; P., Public; As., Assistant; Tr., Trustee.

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ATTENDANCE SUMMARIES.

BY NINA E. BROWNE, *Registrar; Librarian of Library Bureau, Boston; Assistant Secretary, A. L. A. Publishing Section.*

BY POSITION AND SEX.				BY STATES.			
	Men.	Women.	Total.				
Trustees and commissioners.	22	6	28	Me.....	2	Tenn.....	4
Chief librarians.....	53	45	98	N. H.....	1	Ky.....	1
Assistants.....	5	40	45	Vt.....	2	O.....	15
Library Bureau, booksellers,				Mass.....	18	Ind.....	9
educators, etc.....	10	6	16	R. I.....	4	Ill.....	12
Library students.....	1	3	4	Ct.....	5	Wis.....	8
Others.....	9	18	27	N. Y.....	44	Minn.....	6
	100	118	218	N. J.....	6	Ia.....	1
Deduct those counted.....	1	2	3	Pa.....	18	Mo.....	4
	99	116	215	Md.....	2	Neb.....	2
BY GEOGRAPHICAL SECTIONS.				D. C.....	9	Col.....	2
9 of the 9 No. Atlantic states sent.....			100	S. C.....	3	Cal.....	2
4 " 9 So. Atlantic states ".....			42	Ga.....	28	Canada.....	1
5 " 8 Gulf states ".....			11	Miss.....	2		
7 " 8 Lake states ".....			55	Ia.....	1	Total.....	215
2 " 8 Mountain states ".....			4	Tex.....	3		
1 " 8 Pacific states ".....			2				
Canada.....			1				
Total.....			215				

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